STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

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AREA	DIVISION	NUMBER
Mount Shasta	Northern	146
EVALUATED BY		DATE
Sgt. M. Mczzano		03/12/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in tien or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION    Formal Evaluation	Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW	f for	DATE 3 -	15-09
1. AREA ADMINISTRATION		EVALDATED 03/10/2009	None	CORRECTE	<b>)</b>
a. Is there a clear line of s	upervision and accountability for the	e Area's fleet manageme	ent?	✓ Yes	□ No
(1) is the Area comma	nder involved and informed?			✓ Yes	□No
(a) Does he/she m	nonitor invoices?			☑ Yes	□No
(2) Who is authorized t	to approve invoices? Area Comm	ander	70 10 TWO		
b. What is the background	experience of the Automotive Tech	nician (AT)? He has be	en a CHP Auto Tech for	approximately	/ 10 years.
(1) Are sufficient instru	ctions and training provided?			· 🛚 Yes	□ No
(2) Is he she a qualified	d mechanic at journey person level?			✓ Yes	□ No
(3) Does he/she attend	training on new model vehicles?	W		✓ Yes	□No
(4) Does the AT have g	good rapport with Area personnel ar	nd vendors?		✓ Yes	□ No
(5) Does the AT ensure	e vehicles are available at shift chan	ge?	[8		□No
(6) Does the AT period	ically attend staff meetings?			✓ Yes	□No
(7) Does the AT have in	deas/suggestions for improving the	program?		✓ Yes	□No
c. How much maintenance	work is being done by the AT? Br	akes, Battery, Alternator	r, Fan Belts, Wiper Blades	s, Oil Change,	Tire rotation
replacement, Transmiss	tion service, Emergency light repair	s, minor vehicle electric	al repairs.		
(1) Is he/she qualified to	o perform maintenance and minor r	epairs?	3*	☑ Ýes	□ No
(a) If these duties a	are not being performed, why not?		<u> </u>	177 ज	
		23			
d. What other duties or res	ponsibilities are placed on the AT?	The auto tech is the ba	ackup for the custodian du	iring schedule	d vacations.
. VEHICLE USE	100	evaluared 03/10/2009	None	CORRECTED	)
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(1) Is there an unmarked patrol vehicle assigned for the commander?	√ Yes	□ No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	☑ Yes	□No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	☑ Yes	□No
(a) Is there a supply of tools and minor equipment available?	✓ Yes.	□ No
c. What is the justification for any vehicle kept at employees homes after duty hours? N/A		
d. Who does the commander allow to ride in vehicles? Members of the press, prospective applicants and commit	mity leaders	
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	☑ Yes	□ No
(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□N□
SERVICE ARRANGEMENTS EVALUATED ACTION REQUIRED None	CORRECTED	)
a. What vendors are being used for servicing or repairing vehicles? Wilson Ford, (Yreka), Dehnam Dodge, (Mt.	. Shasta), Cr	own Moto
(Redding)		
(Redding) (1) Are they authorized dealers?	✓ Yes	□No
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(2) Is the Area's vehicle washing procedure practical and economical?	√ Yes	□No
(a) Is excessive officer time used to wash vehicles?	☐ Yes	☑ No
(3) Is there more than one car wash facility available?	Yes	☑ No
(4) Are vehicles being excessively washed or detailed?	☐Yes	√ No
(5) Does the Area have a maintenance worker or janitor wash cars?	Yes	☑ No
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	☑ No
d. How do officers report defective equipment? Required repairs are documented on an Area produced if	orm located near th	e vehicle key
board.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Auto Tech, Officer, Sergeant or Lieuter.	iant	
	æ	
(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Tech		
(b) Does he/she sign off the report form and indicate what has been done?		□N□
(c) Is this system effective?	✓ Yes	□N□
(d) How long are records kept? 3 years		+2
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□No
4. MILEAGE MANAGEMENT EVALUATED ACTION REQUIRED None	CORRECTED	
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□No
(1) Are vehicles run out in the same order they are received?	☑ Yes	□ No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals	? 🗹 Yes	☐ No
(a) If not, can adjustments be made to accomplish this?	✓ Yes	□No
b. How are adjustments to mileage accomplished? Vehicle use priority is assigned based on mileage.	£!	
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	□N□
(2) Does the AT understand what is required?	☑ Yes	□N≎
(3) Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
(a) If so, how does it effect mileage averaging? The vehicles are driven by officers not assigned	a personalized vehic	cle.
Q.		
* ************************************		
c. How does the Area project run outs? Based on monthly mileage reported the Auto Tech forecasts appr	roximate run-out da	ite.
at to the second		# )
		· · · · · · · · · · · · · · · · · · ·
(1) Is FOS provided 30-45 days advance notice?	✓ Yes	□ No
Property Devices and Association		
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(2) What has been the condition of vehicles returned to FOS? Vehicles are returned	ed clean and in good wor	rking/mechani	cal condition.
(3) Are the right equipment options completed?		✓ Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT EVALUATED 03/10/2009	ACTION REQUIRED	CORRECTE	Ď
a. Is there adequate space and comfort in the AT office?		✓ Yes	□No
(1) Is the office arranged heatly, and are all bulletins and manuals current?		✓ Yes	□No
(2) Does the AT maintain a service and flat rate manual?		✓ Yes	□No
b. Is the space for working on vehicles adequate?		✓ Yes	□No
(1) Is it clean and organized?	15	√ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, C	Chapter 67	✓ Yes	□No
(1) Is there an inventory?		✓ Yes	□No
(a) When was it last checked?		✓ Yes	□No
(2) Are the tools located where they can be easily accessed by the AT when working	g on vehicles?	☑ Yes	□No
(a) Are they clean and properly maintained?			Μ̈́O
(b) Is there security for the tools when the AT is not present?		✓ Yes	□No
(c) Who has access to the tools?	2 32 8	✓ Yes	∐ N <sub>□</sub>
d. Does the AT have the equipment necessary to perform all required tasks?		<b></b> Yes	□No
(1) If not, has it been budgeted for and/or ordered?		☑ Yes	□ No
e. Is the equipment nest, clean and in good repair?		Yes	□ No
(1) Have replacements been planned and budgeted for?		☑ Yes	□ No
f. Are there additional tools or items of equipment needed?		☐ Yes	☑ No
(1) Could the AT be more effective if they were available?		☐Yes	☑ No
(2) Can they and/or have they been requisitioned or requested?		☐Yes	<b>☑</b> No
5. TIRES, PARTS AND SUPPLIES 05/11/2009	Name	CORRECTED	)))
a. Is the space provided for parts and supplies adequate?	1	☑ Yes	□No
(1) If not, can more space be provided?		☐ Yes	☑ No
(2) Is the space neatly and logically organized?		✓ Yes	□No
(3) Is there adequate security?		☑ Yes	□ No
(4) Who has access to the parts/supplies? The Auto Tech and Sergeants.			
(5) Are batteries stored in a dry location, off the cement floor?	, F	✓ Yes	□No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as	required?	☑ Yes	□No
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8	(a) Is self-service or full-service used? Yes.		
	the Voyager card to purchase fuel only in emergencies.		
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? The offi	cers are al	lowed to use
a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
7. F	JEL DISPENSING FACILITY EVALUATED ACTION REQUIRED None	CORRECTED	
	(1) Who conducted the count? Sgt. Mezzano and Auto Tech Carl Paulsen.	5	,
n.	Has the quarterly count of parts, tires, accessories and supplies been conducted?  (1) Who conducted the count? For Advances and Auto Took Coal Reviews	✓ Yes	□ No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□ No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□ No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	☑ No
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☑ Yes	□ No
f.	How are old tires/batteries disposed of? They are picked up by the authorized tire recycler and the supplier of	the batterio	es.
	(a) Is the disposition of used tires within policy?	☑ Yes	□No
	(7) Are adequate records maintained for used tires?	✓ Yes	□ No
	(6) Does it appear tires are being replaced prematurely?	☐ Yes	☑ No
-	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	<b>☑</b> No
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	(a) How are tires stored? Tires are stored on tire racks inside the Auto Tech garage.		
	(3) Are tires properly safeguarded from theft or misuse?		□No
	(a) Are records reviewed by management?	☑ Yes	₽No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes	□ No
€	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
	d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	☑ Yęs	□ No
	(1) Are there obsolete parts on hand?	☐ Yes	☑ No
	c. Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No

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(2) Is there a written policy, and is it complied with?	☑ Yes	□No
b. Is the fuel island clean and neat?	✓ Yes	□No
(1) Does it need repair or painting?	Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
(3) Is the break-away coupler installed?	✓ Yes	□ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□ No
(5) Is there a clean oil storage rack?	✓ Yes	□ No
(6) Is the lighting adequate?	✓ Yes	□ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?		□ Na
(8) Have problems been reported to Facilities Section?	☑ Yes	□ No
c. Is there an adequate amount of supplies available to officers?		□No
d. Who fuels the vehicles? Each officer re-fuels at the end of their shift.		
(1) Are fluids and tires checked during fueling?		□No
Is the gasotine storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?		
(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	□ No
(2) MA- I	✓ Yes	□No
(2) who has access to the keys to lock the meters and the storage tank? The Auto Tech.		
(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles? Each officer logs usage in CHP-33 boo	ok and on Area	generated
gasoline/oil log inside pump house.		
(1) Are records maintained as required?	☑ Yes	□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? CHP-33 books are re-checked up	nd officers are	interviewed
about differences.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	 ✓ Yes	□No
(1) When was the pump meter last checked for accuracy? May 2003.		
h. Is there a contract for fuel?	✓ Yes	□No
(1) How often is the fuel supply replenished? On average every 3-4 weeks.		
(2) At what level is it refilled? When there is 370 gallons remaining.		
. How does the Area secure the fuel pumps when they are not in use? Padlocks.		
(1) Is the system adequate?	☑ Yes	□No
(1) To the Oystern Editional Co.		
(2) Is it utilized by all personnel?	✓ Yes	□No

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8. 8	SAFETY EVALUATED ACTION REQUIRED None	CORRECTED	)
8	a. Does the Area concluct an inspection of the facility twice each year to detect safety hazards?	₹ Yes	□No
	(1) Are the AT's work areas inspected?	✓ Yes	□No
b	. Are there possible unsafe conditions within the AT's work areas?	☐ Yes	☑ No
•	(1) Is the shop floor clean and free of any spills?	✓ Yes	□ No
	(2) Are electrical cords or hoses posing a hazard?	☐ Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the proper type?		□No
	(4) Are any batteries leaking or stored improperly?	☐ Yes	☑ No
) <del>)))</del>	(5) Are there loose items on the floor?	□ Yes	☑ No
	(6) Is the bench grinder firmly affixed, and are there safety glasses available?	✓ Yes	□No
	(a) Are they worn by the AT?		□No
	(7) Is the battery charger in a safe place?		□ No
	(8) Are masks available for AT's to wear when servicing brakes?	✓ Yes	□No
	(a) If yes, are they wom?	☑ Yes	□No
	(9) Are jack stands properly utilized?	√ Yes	□No
G,	What is the Area occupational safety record as it relates to fleet management? There have been no repo	orted incidents to d	atc.
	<sup>12</sup>		
	(1) Have any injuries been prevented with an improved safety awareness program?	✓ Yes	□No
9. V	/EHICLE RECORDS AND MAINTENANCE   EVALUATED   ACTION REQUIRED   None	CORRECTED	!
a,	Are fleet records logically filed?	✓ Yes	□No
	(1) Are they conveniently located and available to the AT and supervisor?	✓ Yes	□ No
	(2) Do files contain all required documents?	☑ Yes	□ No
	(a) If documents are not in files, where are they located?		
b.	Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Mahual?	✓ Yes	□No
	(1) Are documents legible and complete?	✓ Yes	□No
	(2) Who reviews the FF reports? Fleet supervisor, (Sgt. Mezzano), Area Commander, Lt. Jeff Lec.		
	(3) How is the information used in Area's fleet administration? It is used to track vehicle mileage and re	pair costs.	
c.	Iş the CHP 424 current?	☑ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	☐ Yes	☑ No
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## FLEET MANAGEMENT

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(2) Have required services been done at the proper mileage?	✓ Yes	□No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	✓ Yes	□Na
(1) Are hourly rates in line with prevailing rates?	✓ Yes	□ No
(2) Does the AT refer to manuals for invoice cost information?	✓ Yes	□No
(3) Is work being done by vendors that should be done by the AT?	Yes	☑ No
(4) Are there any warranty problems?	✓ Yes	□No
(a) If so, are they being resolved?	Yes	□No
(5) Is the credit card being used in fleu of an invoice?	☐ Yes	☑ No
(6) Does the commander or his/her designee review and/or approve invoices?	✓ Yes	□No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? An estimate is	obtained prior to r	epairs being
completed.		rai(
		70
e. Do invoices indicate parts are being supplied by the CHP?	✓ Yes	□No
(1) If parts are on invoices, does the vendor give a discount?	✓ Yes	□No
f. Are fleet operations bulletins maintained and accessible to the AT?	✓ Yes	□ No
16, CONDITION OF THE FLEET EVALUATED (03/12/2009 None	CORRECTED	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified	7 v ☐ Yes	☑No
(1) Have any unauthorized modifications been made on vehicles?	☐ Yes	☑ No
11. MOTORCYCLES EVALUATED ACTION REQUIRED No motorcycles Not applicable	Not appli	
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	☐ Yes	□ No
(1) Are the program objectives clearly understood by the commander and supervisors?		
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?		
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins'		
(1) Are motorcycles being used on beats with predominantly high speed problems?	☐ Yes	□No
(2) Are motorcycles used for special duty officer transportation?		
(3) Are motorcycles parked at the Area office during vacations and extended days off?		 □ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?		
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	Yes	□No
d. What type of active safety program does the Area have?		
	, , , , , , , , , , , , , , , , , , , ,	
~		
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CHP 453F (Rev. 6-08) Page 8 of 10

# **AREA MANAGEMENT EVALUATION**

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

CHP 453F (Rev. 5-05) Page 9 of 10

3/1 455/ (A-6-0) (3/1 B08		
(1) Is there a Defensive Rider Program?	Yes	□ No
(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
(3) What is the Area's safety record?		
	7,000	
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	□Yes	□ No
(a) Are mandatory exercises being conducted?	☐ Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	☐ Yes	□ No
(2) Is the repair person proficient?	☐ Yes	□ <b>N</b> o
(3) Is service available on weekends?	□Yes	□No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	□Yes	□ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□ No
(6) Are any repairs being done by riders?	Yes	□ No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	□Yes	□No
g. Is there adequate space to park and/or store motorcycles?	□Yes	□No
(1) Is safety compromised?	☐ Yes	□ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
(a) Has it been inspected and approved?	Yes	□No
(b) Are records of the approval on file?	☐ Yes	□No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	□Yes	□No
(2) Is there ample supply available?	☐ Yes	□ No
(3) Are spare tires available?	☐ Yes	□ No
(4) Is a battery charger available?	□Yes	□No
	30	

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

	(5) Is there security and an accurate inventory kept?	☐ Yes	□No
į.	. What arrangements have been made for servicing and repairing motorcycles?		
	*		
	(1) Is it satisfactory and cost effective?	Yes	□ No
	(2) Does the maintenance program minimize officer and vehicle down time?	Yes	□ No
0.000 D	(3) How is repair work verified?		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yeş	□ No
	(a) Is a supervisor's permission required?	☐ Yes	□ No
	(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?		
	(6) Does the Area have a motorcycle trailer?	Yes	∐ No
3	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□N□
	(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□ No
	(3) Is service up-do-date?	TYes	□No
k,	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184. Monthly Motorcycle Inspection List, completed as required?	□Yes	□ No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	☐ Yes	□No
I.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

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CHP 453F (Rev. 5-D5) Page 10 of 10

STATE OF CÁLIFORNÍA DEPARTMENT OF CALIFORNÍA HIGHWAY PATROL

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

No discrepancies were found during my inspection.

Command:	Division:	Chapter:
Mount Shasta	Northern	.6
Inspected by:	Date:	
Sgt. M. B. Mezzano		03/15/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

	1.72%				
TYPE OF INSPECTION	***	☐ Corrective Action Plan	n Included		
☐ Division Level ☐ Command Level ☐ Executive Office Level		Appeal Included			
			☐ Attachments Included		
Follow-up Required:	Forward to:	Commander's Signature:		Date: 03/15/2009	
☐ Yes. ⊠ No	Due Date:	_	(4)	AT	
Cont. Franciscon Fee	i Varageristi, Tali ik			art gerterting	
Inspector's Comments R	egarding Innovative Practi	ces:		3	
None.					
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8	75. Qkr.				
	\$\tilde{\pi}\$		** **		
Command Suggestions for	or Statewide Improvement	:	- 1040 <del>-20-20</del>		
None.	27 M				
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3)	¥				
Inspector's Findings:		- X-C9			

CHP 680A (Rev. 08-08) QPI 010

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Command: Mount Shasta	Division: . Northern	Chapter:
nspected by:		Date:
Sgt. M. B. Mezzano		03/15/2009

Commander's Response:		
None.		
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8	The state of the s	
Inspector's Comments:	10000	

- 		M. Maharinga	Stalk toat
Corrective Action Pla	n/Timeline		 - Francisco

CHP 680A (Rev. 09-08) OPI 010

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3

Command:	Division:	Chapter;
Mount Shasta	Northern	6
Inspected by:		Date:
Sgt. M. B. Mezzano		03/15/2009

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Arched Process	NO translation for with 1400s Xelle		de artige de la vigo de la Colonia de la
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Commander's B	asis for Appeal:	14/11	
Communication of D	acio for Appeal.		

Appeal Review/Decision:	(This shall be the only level of appeal).	- MAY 4.18. 61
		180/(0))

Lead Veppedo signature:	Date:	
Theran	03/15/2009	à
Responding Commander's Signature (for appeal):	Date:	ă.
All Jean	03/15/2009	

CHP 680A (Rev. 09-08) OPI 010

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Susanville	Division: Northern	Chapter: Six
Inspected by: D. Solari, Sgt		Date: 04/02/2009
D. Oolan, Ogt		04/02/21

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide. improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION	59	☐ Corrective Action Plan Include	ed
☐ Division Level ☐ Con	nmand Level	☐ Appeal Included	ä
☐ Executive Office Level		☐ Attachments Included	
Follow-up Required:	Forward to: Northern Division	Commander's Signature:	Date:
☐ Yes ⊠ No	Due Date: 04/10/2009	My Co	4-609
Inapactoria Commenta	Dogostin I Dog		
mspector's Comments	Regarding Innovative Pra	ctices;	
	x x	al .	8
я	9	ees	102
	7	×	
	. s		16 3t

Command Suggestions for Statewide Improvement:

Inspector's Findings:

# Section e [ACTION REQUIRED]

The Automotive Technician had been performing tire inventories. The new Fleet Sergeant has assumed this duty and conducted a tire inventory on April 2, 2009. During this inventory, all tires listed on the Area parts inventory list were located and accounted for.

# Section e(2)(a) [ACTION REQUIRED]

The Area Commander informed the Area Fleet Sergeant he has not routinely been provided records for review. Steps have been implemented to assure quarterly inventories of parts and tires are conducted by the Area Fleet Sergeant.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Susanville	Northern	Six
Inspected by: D. Solari, Sgt.	(%)	Date: 04/02/2009

Page 2

_					
Com	ımanı	der's	Resp	ons	e:

Inspector's Comments:

# Corrective Action Plan/Timeline

All items requiring action have been addressed and corrected. Measures have been implemented at the local level to assure compliance with Departmental policy beginning immediately.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Susanville	Division; Northern	Chapter: Six
Inspected by:		Date:
D. Solari, Sot.		04/02/2009

Page 3

Appeal Picierest (Appeals and be medicinally	(i) business devs of the co	igdene deprijden	in penion,	
Commander's Basis for Appeal:	· · · · · · · · · · · · · · · · · · ·			

Appeal Review/Decision: (This shall be the only level of appeal).

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Lead Inspector's Signature:	Date:
WA US FOL D. SOLARI	04/02/2009
Responding Commander's Signature (for appeal):	Date:

ARBA	DIVISION	NUMBER
140	Northern	Chapter 6, 2009 -
EVALUATED BY .	3.89	OATE
D. Solari, Sgt		04/01/2009

CHP 453F (Rev. 6-08) OPI 009

D. Solari, Sgt

04/01/2009

INSTRUCTIONS: Indicate Items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer

form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual Items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	Informal Evaluation	March 20, 2009		(2)	
FOLLOW-UP REQUIRED  Yes V No	Correction Report	COMMONDER'S REVIEW	3	DAYE 4	289
THAREA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED No	CORRECTE	D .
a. Is there a clear line of s	upervision and accountability for the	Area's fleet management	?	☑ Yes	□No
(1) Is the Area comman	nder involved and informed?		8	✓ Yes	□No
(a) Does he/she π	onitor invoices?	M EP		√ Yes	□No
(2) Who is authorized t	o approve involces? The Area Cor	nmander or designee.		Ŧ	(.*
					****
b. What is the background	experience of the Automotive Techn	nician (AT)? Previously!	icensed by Bureau of	Automotive Re	epair in smog,
brake and lamp. Currer	utly ASE certified Automotive Techn	aician.			9
(1) Are sufficient instruc	ctions and training provided?		ý.	✓ Yes	□ No
(2) Is he/she a qualified	mechanic at journey person level?	*		✓ Yes	□ No
(3) Does he/she attend	training on new model vehicles?	30E		☐ Yes	☑ No
(4) Does the AT have g	ood rapport with Area personnel and	vendors?		✓ Yes	□No
(5) Does the AT ensure	vehicles are available at shift chang	e?	()4	✓ Yes	□ No.
(6) Does the AT periodic	cally attend staff meetings?	2		☐ Yes	✓ No
(7) Does the AT have id	eas/suggestions for improving the p	rogram?		☐ Yes	☑ No
c. How much maintenance	work is being done by the AT? All r	naintenance work is perfe	ormed by the A/T unle	ss covered unc	ier warranty.
			B.		
(1) Is he/she qualified to	perform maintenance and minor rep	oairs?		√ Yes	□No
(a) If these duties a	re not being performed, why not?	N/A		*	(8)
2	A	K.,			
d. What other duties or resp	onsibilities are placed on the AT?	A/T coordinates with the	supervisor of a jail tru	stee crew for f	Deet detailing
approximately six times	per year.				
VEHICLE USE		EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. How many "E" Class vehi	cles are assigned to the Area? Eigh	المدرانكند	1		
3000					

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STATE OF CALIFORNIA

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

THE THE TAXABLE PROPERTY OF THE PARTY OF THE		
(1) Is there an unmarked patrol vehicle assigned for the commander?	[/] Yes	☐ No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? One of	lass "B" seda	ın is essigr
to a resident post officer.		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	✓ Yes	□ No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□ No
(a) Is there a supply of tools and minor equipment available?	√ Yes	□No
c. What is the justification for any vehicle kept at employees homes after duty hours? Resident Post officers and	d the on-call	supervisor
who are designated to respond to incidents after hours.	20	E.
d. Who does the commander allow to ride in vehicles? Prospective CHP Cadet applicants and those who are in	the Cadet tes	sting phase
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yeş	□No
(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
SERVICETARRANGEMENTS:  Yes  No	CORRECTE	
a. What vendors are being used for servicing or repairing vehicles? The appropriate manufacturer dealerships a	re used for n	nechanica
work. Local auto body shops are used for collision damage utilizing the three bid process.	•	•
work. Local auto body shops are used for collision damage utilizing the three bid process.  (1) Are they authorized dealers?	✓ Yes	 □ No
(1) Are they authorized dealers?	✓ Yes	□ No
(1) Are they authorized dealers?		
(1) Are they authorized dealers?		
<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li></ul>		
<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50</li> </ul>	bility to be s	elective.
<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in order to maintain good</li> </ul>	bility to be s	elective.
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<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?</li> <li>If vehicle availability has been a problem, has Area experimented with weekend maintenance?</li> </ul>	bility to be s	olective.  ✓ No  ☐ No  ☐ No
<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?</li> <li>If vehicle availability has been a problem, has Area experimented with weekend maintenance?</li> <li>(1) What percentage of the fleet is needed on weekends? Usually similar to weekdays.</li> </ul>	ility to be s  ✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes	✓ No  No  No
<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?</li> <li>If vehicle availability has been a problem, has Area experimented with weekend maintenance?</li> </ul>	ility to be s  ✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes	✓ No  No  No
<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?</li> <li>If vehicle availability has been a problem, has Area experimented with weekend maintenance?</li> <li>(1) What percentage of the fleet is needed on weekends? Usually similar to weekdays.</li> </ul>	ifity to be s  ✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes	olective.  ✓ No  ☐ No  ☐ No  ☐ No  ☐ No  ☐ No  ✓ No
<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?</li> <li>If vehicle availability has been a problem, has Area experimented with weekend maintenance?</li> <li>(1) What percentage of the fleet is needed on weekends? Usualty similar to weekdays.</li> <li>(2) Are there shortages of vehicles on Mondays?</li> </ul>	bility to be s  ☐ Yes  ☐ Yes  ☐ Yes  ☐ Yes  ☐ Yes  ☐ Yes	elective.  ☑ No ☐ No ☐ No ☐ No ☑ No ☑ No ☑ No
<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?</li> <li>If vehicle availability has been a problem, has Area experimented with weekend maintenance?</li> <li>(1) What percentage of the fleet is needed on weekends? Usualty similar to weekdays.</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled most effectively?</li> <li>(a) Is overtime needed for maximum enforcement periods?</li> </ul>	bility to be s  ☐ Yes	No
<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service vendor? The remote geographical location limits Area's a</li> <li>(3) What are the hourly rates being charged? 87.50</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effective vendors?</li> <li>(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?</li> <li>If vehicle availability has been a problem, has Area experimented with weekend maintenance?</li> <li>(1) What percentage of the fleet is needed on weekends? Usually similar to weekdays.</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days scheduled most effectively?</li> </ul>	bility to be s  Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

## **FLEET MANAGEMENT**

(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□ No
(a) Is excessive officer time used to wash vehicles?	Y.es	☑ No
(3) Is there more than one car wash facility available?	✓ Yes	□No
(4) Are vehicles being excessively washed or detailed?	☐ Yes	☑ No
(5) Does the Area have a maintenance worker or janitor wash cars?	TYes	☑ No
(6) Is there any other program that can be of assistance in washing cars?	Yes	☑ No
d. How do officers report defective equipment? A log sheet system with detailed descriptions of defects or maint	enance to	bė checked by
the A/T.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Uniformed personnel and the A/T.		
		, ,
(a) Who determines when a vehicle is safe after repair or checking of defects? A/T	#	
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	∐ No
(c) Is this system effective?	🗹 Yes	≅ □ No
(d) How long are records kept? Three years.		-1944
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□ No
4º MICEAGE MANAGEMENT EVALUATED YCS NO	CORRECTED	
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□No
(1) Are vehicles run out in the same order they are received?	<b></b> ✓ Yes	□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	□No
(a) If not, can adjustments be made to accomplish this?	Yes	□No
b. How are adjustments to mileage accomplished? Vehicles needing mileage have their keys positioned on the A	ea key bo	ard in a left
to right fashion. Vehicles which need mileage have their keys placed in respective order. Supervisors assure co	mpliance.	
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	□No
(2) Does the AT understand what is required?	√ Yes	□No
(3) Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
(a) If so, how does it effect mileage averaging? If necessary, assigned vehicles are rotated to either pool of	ars or supe	ervisor
vehicles to assure mileage is kept on-track.		
c. How does the Area project run outs? A CHP 57 is completed with the projected run-out date and sent to Fleet C	perations	for a
requested replacement.	720	
(1) Is FOS provided 30-45 days advance notice?	√Yes	□No

## FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS? Clean and in operating	g condition.		
			3:
(3) Are the right equipment options completed?	***************************************	☑ Yes	□No
AUTOMOTIVE WORK AREA EQUIPMENT Yes	ACTION REQUIRED No	CORRECTE	D
a. Is there adequate space and comfort in the AT office?	es.0 - 2.77 -	✓ Yes	☐ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?		✓ Yes	□ No
(Z) Does the AT maintain a service and flat rate manual?		✓ Yes	□ No
b. Is the space for working on vehicles adequate?		☑ Yes	□ No
(1) Is it clean and organized?	87	✓ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Cha	apter 6?	☑ Yes	□No
(1) Is there an inventory?	@	☑ Yes	□ No
(a) When was it last checked?	38	☐ Yes	□No
(2) Are the tools located where they can be easily accessed by the AT when working of	on vahicles?	✓ Yes	□No
(a) Are they clean and properly maintained?		✓ Yes	□No
(b) Is there security for the tools when the AT is not present?		✓ Yes	□ No
(c) Who has access to the tools?	ř.	Yes	□No
d. Does the AT have the equipment necessary to perform all required tasks?		<b></b> ✓ Yes	□No
(1) If not, has it been budgeted for and/or ordered?		☐ Yes	· No
e. Is the equipment neat, clean and in good repair?		Yes	□ No
(1) Have replacements been planned and budgeted for?		☐ Yes	☑ No
. Are there additional tools or items of equipment needed?	e 36 pe	☐ Yes	<b>☑</b> No
(1) Could the AT be more effective if they were available?		☐ Yes	☑ No
(2) Can they and/or have they been requisitioned or requested?		□Yes	☑ No
TIRES PARTSIAND SUPPLIES:	Yes	Yes Yes	8
a. Is the space provided for parts and supplies adequate?	() TOOMS.	. 🗹 Yes	□No
(1) If not, can more space be provided?		Yes	₹ No
(2) Is the space neatly and logically organized?	,	✓ Yes	□No
(3) Is there adequate security?			☐ No
(4) Who has access to the parts/supplies? A/T and Area supervisors.			
5			
(5) Are batterles stored in a dry location, off the cement floor?		✓ Yes	□No
Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as red	rulcod?	✓ Yes	□No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

# FLEET MANAGEMENT

=			
_	c. Are reasonable numbers of parts/supplies stocked?	✓ Yeş	□ No
	(1) Are there obsolete parts on hand?	☐ Yes	. No
	d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation	n? ☐ Yes	☑ No
	e. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	☐ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?		□ No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	Yes	☑ No
	(3) Are three properly safeguarded from theft or misuse?	✓ Yes	□ No
9	(a) How are tires stored? In secure tire racks mounted to the wall inside of the A/T workshop.	48	
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□ No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	<b>⊘</b> No ∘
_	(6) Does it appear tires are being replaced prematurely?	Yes	☑ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□ No
	(a) Is the disposition of used tires within policy?	☑ Yes	□No
	f. How are old tires/batteries disposed of? With the services of a contractor.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☐ Yes	✓ No
	(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
9	g. Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□ No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	্ ☑.Yes	□ No
ł	h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□ No ·
	(1) Who conducted the count? A/T and a supervisor.		
10000	· · · · · · · · · · · · · · · · · · ·	*31	
	FUEL DISPENSING FACILITY  ACTION REQUIRED Yes No	CORRECTED	
a	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? Crad	it cards are on	ly used as a
	last resort. A contract is in place with Cal Fire to obtain fuel if the command location dispenser becomes	inoperative.	
	(a) Is self-service or full-service used? If necessary, only self service is used.	* 6	•
_			

FLEET MANAGEMENT

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	453F	(Kev,	0-Y\$)	QP1	UUB

CHP 453F (Rev. 6-06) OPI 009		
(2) Is there a written policy, and is it complied with?	✓ Yes	□ No
b. Is the fuel island clean and neat?	√ Yes	☐ No
(1) Does it need repair or painting?		□No
(2) Are fuel, water and air hoses in good repair?	· 🛛 Yes	□ No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□ No
(5) Is there a clean oil storage rack?	✓ Yes	□ No
(6) Is the lighting adequate?		□ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	☐ Yes	☑ No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d. Who fuels the vehicles? Employees operating the vehicle requiring fuel.		
(1) Are fluids and thes checked during fueling?	✓ Yes	∐ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?		□ No
(1) Are pump meters and the storage tank property safeguarded?	✓ Yes	□ No
(2) Who has access to the keys to lock the meters and the storage tank? A/T and supervisors:	~	Á®
34 Sec. 25 Sec		
(3) Is gasoline measured before and after deliveries?	✓ Yes	□ No
f. What method is used to log fuel and oil used in individual vehicles? A log sheet with entry spaces to note fu	el dispensed,	oil (if
necessary) and mileage of the vehicle.		
(1) Are records maintained as required?	✓ Yes	□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The A/T conducts a check of the	CHP 33 in ea	ch vehicle.
Normally, shortages are from officers failing to log the dispensed fuel and Sgt. is notified and reminds of	officers to be a	rigilant.
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
(1) When was the pump meter last checked for accuracy? March 4th, 2009		567
is and the second secon	8	——————————————————————————————————————
h. Is there a contract for fuel?		□No
(1) How often is the fuel supply replenished? Quarterly		
(2) At what level is it refilled? When the tank reaches 10%		
i. How does the Area secure the fuel pumps when they are not in use? With a padlock.		
(1) Is the system adequate?	✓ Yes	□No
(2) Is it utilized by all personnel?	✓ Yes	∏No

				201
8 152	FEIRY Yes	ACTION REQUIRED NO	CORRECTE	٥
a.	Does the Area conduct an inspection of the facility twice each year to detect safety hazar	ds?	✓ Yes	□No
	(1) Are the AT's work areas inspected?		✓ Yes	☐ No
b.	Are there possible unsafe conditions within the AT's work areas?	,ā	☐ Yes	☑ No a
1	(1) Is the shop floor clean and free of any spills?		✓ Yes	□ No
	(2) Are electrical cords or hoses posing a hazard?			□ No
7	(3) Are fire extingulshers charged, inspected and of the proper type?	*	✓ Yes	□ No
	(4) Are any batteries leaking or stored improperly?		☐ Yes	☑ No
	(5) Are there loose items on the floor?	(a) T/	✓ Yes	□ No
	(6) Is the bench grinder firmly affixed, and are there safety glasses available?		□Yes	□No
	(a) Are they worn by the AT?		✓ Yes	□ No
	7) Is the battery charger in a safe place?		✓ Yes	□No
(	Are masks available for AT's to wear when servicing brakes?	.080	✓ Yes	□ No
	(a) If yes, are they worn?		√ Yes	□No
(	9) Are jack stands properly utilized?		✓ Yes	□No
c, \	Vhat is the Area occupational safety record as it relates to fleet management? No record	lable injuries during th	e past thre	e years.
(	Have any injuries been prevented with an improved safety awareness program?	*******	✓ Yes	
W VE	HCLE-REGORDS-ANDIMAINTENANGE-MARKES-M	ACTION REQUIRED NO	CORRECTED	ti N
а, А	re fleet records logically filed?		✓ Yes	□ No
(,	Are they conveniently located and available to the AT and supervisor?		✓ Yes	□No
(2	2) Do files contain all required documents?		✓ Yes	□No
,	(a) If documents are not in files, where are they located? N/A	a		
b. D	o the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operat	tions Manual?	✓ Yes	□ No
(1	) Are documents legible and complete?		Yes	□ No
(2	) Who reviews the FF reports? The fleet supervisor.			
(3	How is the information used in Area's fleet administration?	(3) e		
	UE)	\$\cdot \text{\$\pi\$}		
c. ls	the CHP 424 current?		✓ Yes	☐ No
(1)	Does the CHP 424 reveal any unusual repair patterns or duplicate services?	*	Yes	☑ No

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

		□ No
the fleet?	✓ Yes	□No
X	[Ž] Yes	□No
***	✓ Yes	□ No
	Yes	☑ No
940 - 81	☐ Yes	☑ No
	☐ Yes	. 🗆 No
	☐ Yes	☑ No
567	✓ Yes	□No
e? Any major fleet exp	pense such as	collision
Commander.	Ş.	
- 3		
	✓ Yes	□No
152	☐ Yeş	☑ No
	✓ Yes	□ No
NO .	CORRECTED	, "
roblems identified?	☐ Yes	☑ No
	☐ Yes	☑ No
ACTION REQUIRED No	OORRECTED N/A	F
problems, etc.?	☐ Yes	□ No
,	☐ Yes	□ No
	☐ Yes	□ No
erations Bulletins?	Yes	□No
100 P	Yes	□ No
	☐ Yes	□No
	_ Yes	□No
		□No
	☐ Yes	
		:
	Yes	□No
	ACTION REQUIRED NO Problems identified?	the fleet?  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Ye

Destroy Previous Editions

FLEET MANAGEMENT

CHP	453F	RAV	B-06)	OPF	กกล
VI II	7001	(1/0/	0-00/	VI 1	003

$\stackrel{-}{=}$	_			
-	(1	) Is there a Defensive Rider Program?	☐ Yes	□ No
_	·(2	) Is there a sufficient number of CMTOs?	□Yes	□No
	, (3	) What is the Area's safety record?		· ·
	Si sa	(a) How does it compare with Division and statewide rates?	•	
			mp-us-	
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
	×	(a) Are mandatory exercises being conducted?	☐ Yes	□No
~~~		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
6	. An	e emergency radio repairs made at the office or at the radio shop?	~	
,	(1)	Are the arrangements satisfactory?	Yes	□ No
	(2)	Is the repair person proficient?	Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□ No
49	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□ No
1	(7)	Does the Area swap radios with Idle units to reduce down time?	Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g.	, ls ti	nere adequate space to park and/or store motorcycles?	∏ Yes	□ No .
	(1)	Is safety compromised?	Yes	□No
*(0)	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	□Yes	□No
	<b>(</b> 3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□ No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□ No
		(b) Are records of the approval on file?	☐ Yes	□No
h.	Has appr	the motorcycle program supervisor developed a workable procedure for storing and accounting for coved supplies and equipment replacements?	☐ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐Yes	□ No
_	(2)	ls there ample supply available?	Yes	□No
	(3)	Are spare tires available?	≬ ☐ Yes	□No
	(4)	s a battery charger available?		□ No

FLEET MANAGEMENT CHP 453F (Rev. 8-06) OPI 009

-				
	(	5) Is there security and an accurate inventory kept?	☐ Yes	□No
_	i. V	hat arrangements have been made for servicing and repairing motorcycles?		
_				
_	(	is it satisfactory and cost effective?	☐ Yes	□No
	(2	2) Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□ No
	(3	How is repair work verified?		
	(4	) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	☐ No
		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	□Yes	□No
•	(5	) If not ridden, how are motorcycles transported to vendors for repairs?		10 110
	(6	Does the Area have a motorcycle traiter?	☐ Yes	□ No
		(a) How often is it used?		
-		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
	j. Are	vehicle files logically kept and up-to-date?	Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	□Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3)	Is service up-do-date?	☐ Yes	□ No
	k, An	e daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, onthly Motorcycle inspection List, completed as required?	☐ Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	
		Are the forms filed for the life of the motorcycle?	☐ Yes	
	I. Utili Are	zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	
		SW-11-2-1		

Susanville Area Chapter Six Inspection Report April 2, 2009

Page 1

# SUSANVILLE AREA CHAPTER SIX INSPECTION FINDINGS AND RECOMMENDATIONS

#### 1. AREA ADMINISTRATION

## Section b

The Automotive Technician is ASE certified for suspension, steering, and brakes. She manages the fleet within the scope of her training and experience.

#### Section c

The Automotive Technician conducts 100% of all maintenance work on all state vehicles which are not covered by warranty. Warranty work is conducted by the local authorized dealership, based on the vehicle make.

#### Section d

The Automotive Technician coordinates with the supervisor of a county inmate crew for fleet detailing. Scheduling of this service is aligned with Area training day when access to a majority of the fleet is available for detailing.

#### 2. VEHICLE USE

#### Section c

Vehicles are only allowed to be kept at employee's homes if the employee is required to respond after duty hours such as the on-call supervisor and resident post officers.

#### 3. SERVICE ARRANGEMENTS

#### Section a

The availability of vendors is limited to the only authorized Ford, Dodge, and Chevrolet dealerships in Lassen County. The vendor performs all warranty work in servicing or repairing vehicles. The dealerships refer alignment requests to Manuel's Alignment and Auto Repair.

#### Section c

Since there are no local mobile car wash or car detail services available, Area is currently utilizing two available "drive-thru" car wash providers.

Susanville Area Chapter Six Inspection Report April 2, 2009

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#### 4. MILEAGE MANAGEMENT

#### Sections a and b

Mileage accrual is managed through a closely monitored system of fleet deployment. Vehicles assigned to sergeants and resident post officers are periodically rotated within the Area's general fleet to ensure effective mileage averaging. Area beat officers have been directed to strictly adhere to the practice of taking keys placed on the key board from left to right, ensuring that cars needing mileage are driven during a shift on a priority basis.

#### 5. AUTOMOTIVE WORK AREA/EQUIPMENT

#### Section b

The Automotive Technician maintains a clean, neat office and working space. The area is well-organized and appears to lend itself to systematic access of tools and supplies.

#### Section c(1)

An inventory of tools was conducted during the 1<sup>st</sup> Quarter of 2008. The Automotive Technician has an adequate existing inventory of tools and has not requested additional equipment or supplies. The equipment is clean, in good repair and neatly stored.

#### Section c(2)(c)

The officer who conducts mechanical inspections is allowed access to the tools by the Automotive Technician.

### 6. TIRES, PARTS AND SUPPLIES

#### Section b

The "Fleet Focus" computerized program is in place in the Susanville Area, as required by Department policy and contains supply inventory information. The Fleet Sergeant and Commander are authorized to access the "Fleet Focus" program.

# Section e [ACTION REQUIRED]

The Auto Technician had been performing tire inventories. The new Fleet Sergeant has assumed this duty and conducted a tire inventory on 04/02/2009. During this inventory, all tires listed on the Area parts inventory list were located and accounted for.

Susanville Area Chapter Six Inspection Report April 2, 2009

Page 3

# Section e(2)(a) [ACTION REQUIRED]

The Area Commander informed the Area Fleet Sergeant he has not routinely been provided records for review. Steps have been implemented to assure quarterly inventories of parts and tires are conducted.

### Section e(4)

Access to tires is available through a supervisor when the Automotive Technician is off-duty.

#### 8. SAFETY

#### Section b(6)

The Automotive Technician does not have or expressed a need for a bench grinder.

## Section c

The Automotive Technician maintains outstanding shop organization and utilization of safety equipment (gloves, protective eye wear, etc.). The overall superior cleanliness, condition, and management of the Automotive Technician's work place is representative of the practices she employs in creating a safety conscious environment. There have been no occupational injuries related to the performance of the Automotive Technician in several years.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# COMMAND INSPECTION PROGRAM

	TION 10	DOOL WIENIT	
ヒメじヒヒ	HONS	DOCUMENT	

Williams Area	Northern	6
Inspected by:		Date:
Sergeant P. W.	Landreth	03/20/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required. □ Corrective Action Plan Included TYPE OF INSPECTION ☑ Division Level ☑ Command Level Appeal Included ☐ Executive Office Level Attachments Included Forward to: Commander's Signature: Date: Follow-up Required: Yes Due Date: Chapter Inspection: + Least Inspector's Comments Regarding Innovative Practices: N/A Command Suggestions for Statewide Improvement:

Inspector's Findings:

N/A

CHP WILLIAMS AREA

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 2

Command: Williams Area	Division: Northern	Chapter:
Inspected by:		Date:
Sergeant P. W. Landreth		03/20/2009

Commander's Response:	

Inspector's Comments:

N/A

Required Action

Corrective Action Plan/Timeline

N/A

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3

Commend: Williams Area	Division: Northern	Chapter:
Inspected by: Sergeant P. W. Landreth		Date: 03/20/2009

Appeal Process: (Appeals shall be filed within five (5) business days of the	completed chapter inspection)
Commander's Basis for Appeal:	
9	
Ser	<b>)</b>
20	
v v	
•	
Appeal Review/Decision: (This shall be the only level of appeal).	
g.	
Lead Inspector's Signature.	Date: 4/23/09
	# 4/80/07 Date:
Responding Commander's Signature (for appeal):	J =

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Humboldt	Northern	Chapter 6
EVALUATED BY		DATE
Sergeant Brett Fa	ıbbri	03/08/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  Formal Evaluation  Inform	nal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED		04/10/2009 COMMANDER'S REVIEW		DATE	
☐ Yes ☑ No	☐ Correction Report	SOUND A	Carrion		rols
1. AREA ADMINISTRATION		EVALUATED Sgt Fabbri	ACTION REQUIRED	CORRECTED	)
a. Is there a clear line of supervi	sion and accountability for the A	rea's fleet management?		✓ Yes	□No
(1) Is the Area commander in	nvolved and informed?			✓ Yes	□No
(a) Does he/she monitor	invoices?				□No
(2) Who is authorized to app	rove invoices? Area Command	der, Sergeants			
b. What is the background exper	rience of the Automotive Technic	cian (AT)? Bachelor of S	Science in Industrial Ma	ınagement, 1	year as
diesel mechanic, and 9 years	as Automotive Technician II.				
(1) Are sufficient instructions	and training provided?		=	✓ Yes	□No
(2) Is he/she a qualified mech	nanic at journey person level?			✓ Yes	□No
(3) Does he/she attend training	ng on new model vehicles?			☑ Yes	□No
(4) Does the AT have good ra	apport with Area personnel and	vendors?		✓ Yes	□No
(5) Does the AT ensure vehic	cles are available at shift change	?		✓ Yes	□No
(6) Does the AT periodically a	attend staff meetings?			☐ Yes	☑ No
(7) Does the AT have ideas/s	suggestions for improving the pro	ogram?		Yes	☑ No
c. How much maintenance work	is being done by the AT? Any	work he is able to comple	te, unless it is covered	by warranty,	or beyond
the knowledge of the AT					
(1) Is he/she qualified to perfo	orm maintenance and minor rep	airs?		✓ Yes	□No
(a) If these duties are no	t being performed, why not?				
d. What other duties or responsib	oilities are placed on the AT?	Assists the Maintenance \	Worker, and is back-up	to both the N	/aintenance
Worker, and Custodian.					
2. VEHICLE USE		Sgt Fabbri	ACTION REQUIRED	CORRECTED	
a. How many "E" Class vehicles	are assigned to the Area? 15				

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

# FLEET MANAGEMENT

	(1	(1) Is there an unmarked patrol vehicle assigned for the con	nmander?		✓ Yes	☐ No
	(2	(2) If the number of vehicles assigned is in excess of the for	mula, what justification h	as been made? Not A	oplicable as A	Area
		commonly has insufficient number of vehicles.				
b		Are there procedures in place to ensure there are sufficient v			✓ Yes	□ No
	(1	Are officers allowed to perform minor corrections in order		the road?	✓ Yes	□ No
		(a) Is there a supply of tools and minor equipment availa			✓ Yes	□ No
С	. W	What is the justification for any vehicle kept at employees hor	nes after duty hours? (	Only occurs for on-call st	pervisors, ar	nd
	()	occasionally when officers are needed for on-call				
d	. W	Who does the commander allow to ride in vehicles? Per poli	ey in G.O. 100.42, and p	persons in the testing pro	cess for cade	t.
	(1)	1) Do supervisors use the CHP 428, Release and Waiver of	Liability?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time	e?		✓ Yes	□No
·S	ERV	VICE ARRANGEMENTS	Sgt Fabbri	ACTION REQUIRED	CORRECTED	)
	101	What vendors are being used for servicing or repairing vehicle		ships		
a.	. VV		es? Respective Dealers			
а.	. ۷۷					
a.		Are they authorized dealers?	respective Dealer		✓ Yes	□No
a.		1) Are they authorized dealers?		nowledge and equipment		
a.	(1)	1) Are they authorized dealers?				
a.	(1)	1) Are they authorized dealers? 2) What process was used in selecting a service vendor? repair.				
a.	(1)	1) Are they authorized dealers? 2) What process was used in selecting a service vendor? repair.				
a.	(1)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?	A facility that has the ki		to perform t	he service/
a.	(1)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendor?	A facility that has the ki	nowledge and equipment	to perform t  Yes Yes	he service/
a.	(1) (2) (3) (4)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors, or work out proposed to the proposed for the most cost of the proposed for the most cost of the proposed for the most cost effective vendors, or work out proposed for the most cost of the proposed for the proposed for the most cost of the proposed for the	A facility that has the kind of the kind o	nowledge and equipment	to perform t  Yes Yes Yes	he service/  No No
	(1) (2) (3) (4) (5)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?  Has the command shopped for the most cost effective version being charge vendors, or work out propose the Area constantly change vendors, or work out propose the AT adhere to policy in HPM 11.2, Materials Mar	A facility that has the kindors?  oblems in order to main agement Manual, when	nowledge and equipment ain good making purchases?	to perform t  Yes Yes Yes Yes Yes	he service/ No No No
	(1) (2) (3) (4) (5)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?  Has the command shopped for the most cost effective versions to be a constantly change vendors, or work out propose the Area constantly change vendors, or work out propose the AT adhere to policy in HPM 11.2, Materials Marvehicle availability has been a problem, has Area experiments.	A facility that has the kindors?  oblems in order to main agement Manual, when alted with weekend main	nowledge and equipment ain good making purchases?	to perform t  Yes Yes Yes	he service/  No No
	(1) (2) (3) (4) (5) (6)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?  Has the command shopped for the most cost effective versional dealers of the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly change vendors, or work out proposed for the Area constantly c	A facility that has the kindors?  oblems in order to main agement Manual, when alted with weekend main	nowledge and equipment ain good making purchases?	to perform t  ✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes  ✓ Yes	No No No No
	(1) (2) (3) (4) (5) (6) If v (1) (2)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?  Has the command shopped for the most cost effective versional dealers of the process of the p	A facility that has the kindors?  oblems in order to maining agement Manual, when sited with weekend maining is needed	nowledge and equipment ain good making purchases?	to perform t  Yes Yes Yes Yes Yes	No No No
	(1) (2) (3) (4) (5) (6) If v (1) (2)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?  Has the command shopped for the most cost effective versional being charge vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area constantly change vendors, or work out proposed to the Area consta	A facility that has the kind or s?  oblems in order to main agement Manual, when sted with weekend main is needed  teffectively?	nowledge and equipment ain good making purchases?	to perform t  Yes Yes Yes Yes Yes Yes Yes	No No No No No
b.	(1) (2) (3) (4) (5) (6) If v (1) (2) (3)	Are they authorized dealers?  What process was used in selecting a service vendor?  repair.  What are the hourly rates being charged? \$91 per hour  (a) Are discounts given on parts?  Has the command shopped for the most cost effective versional being charge vendors, or work out propose the Area constantly change vendors, or work out propose the AT adhere to policy in HPM 11.2, Materials Marvehicle availability has been a problem, has Area experimer  What percentage of the fleet is needed on weekends? 75  Are there shortages of vehicles on Mondays?  If more than one AT, are their hours/days scheduled mos	A facility that has the kind of the kind o	nowledge and equipment ain good making purchases?	to perform t  Yes Yes Yes Yes Yes Yes	No No No No No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

(2	2) Is the Area's vehicle washing procedure practical an	nd econo	omical?			✓ Yes	□ No
	(a) Is excessive officer time used to wash vehicles?	?				☐ Yes	✓ No
(3	) Is there more than one car wash facility available?					✓ Yes	□No
(4	) Are vehicles being excessively washed or detailed?					Yes	☑ No
(5	) Does the Area have a maintenance worker or janitor	r wash d	cars?			✓ Yes	□No
(6)	) Is there any other program that can be of assistance	in wasl	hing cars?			Yes	☑ No
d. Ho	ow do officers report defective equipment? Usc of "L	Defectiv	e Vehicle Report"				
(1)	) Who is authorized to declare a vehicle unsafe for par	trol?	Sergeant. Officer. A	AT, N	faintenance Worker		
	(a) Who determines when a vehicle is safe after rep	pair or c	hecking of defects'	? AT			
	(b) Does he/she sign off the report form and indicate	e what I	has been done?			✓ Yes	□No
	(c) Is this system effective?					✓ Yes	□No
	(d) How long are records kept? 3 years						
	(e) Is there a system in place to check vehicles for o	defects	after high speed pu	ursuits	5?	✓ Yes	□No
4. MILEAGE MANAGEMENT Sgt Fabbri					ACTION REQUIRED	CORRECTE	)
a. Do	a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?						□No
(1)	(1) Are vehicles run out in the same order they are received?						□No
(2)	Is there an appropriate spread of odometer readings	riate spread of odometer readings so that vehicles are run out at regular intervals?					□No
	(a) If not, can adjustments be made to accomplish this? $\lambda \mid_{\Delta}$						□No
b. Ho	ow are adjustments to mileage accomplished? If a ve	ne shift until	it reaches the				
ne	eded mileage.					= 13.44	4.11
(1)	Do field supervisors and officers understand their res	sponsibi	lity in vehicle assig	gnmer	its?	✓ Yes	□No
(2)	Does the AT understand what is required?					✓ Yes	□ No
(3)	Does the Area have a "personalized vehicle assignm	nent" pro	ogram?		911/1	✓ Yes	□No
	(a) If so, how does it effect mileage averaging? No	o bearir	ng on program				
c. Ho	w does the Area project run outs? The information is	s faxed	to Fleet Operation	s Sect	ion (FOS)		
(1)						✓ Yes	□ No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

-	_	_					
_		(2)	What has been the condition of vehicles returned to FOS?	Better than average			
-	_	(3)	Are the right equipment options completed?			☑ Yes	
5-		_		EVALUATED	ACTION REQUIRED	CORRECTED	
-5	. A	UTC	MOTIVE WORK AREA/EQUIPMENT	Sgt Fabbri			
-	а.	ls	there adequate space and comfort in the AT office?			✓ Yes	□No
		(1)	Is the office arranged neatly, and are all bulletins and manua	als current?		✓ Yes	□No
		(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
	b.	ls	the space for working on vehicles adequate?			✓ Yes	□No
		(1)	Is it clean and organized?			✓ Yes	□No
	C.	Do	es the AT have the supply of tools listed in HPM 31.1, Fleet C	perations Manual, Ch	apter 6?	✓ Yes	□No
		(1)	Is there an inventory?			✓ Yes	□No
			(a) When was it last checked?			✓ Yes	□No
		(2)	Are the tools located where they can be easily accessed by	the AT when working	on vehicles?	✓ Yes	□ No
			(a) Are they clean and properly maintained?			✓ Yes	☐ No
			(b) Is there security for the tools when the AT is not presen	t?		✓ Yes	□No
			(c) Who has access to the tools? AT MAINTENANCE UPO	WER, SETS		☐ Yes	☐ No
	d.	Do	es the AT have the equipment necessary to perform all requir	ed tasks?		✓ Yes	□No
		(1)	If not, has it been budgeted for and/or ordered? ン/ム			☐ Yes	□No
	e.	ls t	ne equipment neat, clean and in good repair?			✓ Yes	□ No
		(1)	Have replacements been planned and budgeted for?			☐ Yes	☑ No
	f.	Are	there additional tools or items of equipment needed?			☐ Yes	☑ No
		(1)	Could the AT be more effective if they were available?			☐ Yes	☑ No
		(2)	Can they and/or have they been requisitioned or requested?			Yes	☑ No
6.	TII	RES	PARTS AND SUPPLIES	Sgt Fabbri	ACTION REQUIRED	CORRECTED	
	a.	ls ti	ne space provided for parts and supplies adequate?			✓ Yes	□No
		(1)	If not, can more space be provided?			☐ Yes	□No
		(2)	Is the space neatly and logically organized?			✓ Yes	□No
		(3)	Is there adequate security?			✓ Yes	□No
		(4)	Who has access to the parts/supplies? All assigned person	nnel			
		(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
	b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as r	equired?	✓ Yes	□ No
_							

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

-					
	c. A	re reasonable numbers of parts/supplies stocked?		✓ Yes	□No
	(	) Are there obsolete parts on hand?		✓ Yes	□No
	d. D	oes Area stock parts/supplies purchased by the Department	, and provide them to the vendor for installation?	☐ Yes	☑ No
	e. A	re adequate records maintained for tires, and are all tires ac	counted for?	✓ Yes	□No
	(1	Are tire requests properly documented and ordered throu Business Services Section?	gh the Purchasing Services Unit of	✓ Yes	□No
	(2	Are proper guidelines in place for record keeping?		✓ Yes	□No
		(a) Are records reviewed by management?		✓ Yes	□No
	(3	Are tires properly safeguarded from theft or misuse?		✓ Yes	□ No
		(a) How are tires stored? Locked storage and locked	tire rack		
	(4	Is access to the tires restricted to the AT and his/her assis	stant or backup?	☐Yes	✓ No
	(5	Does Area provide motorcycle vendors with a stock of tire	s? NIA	☐Yes	□No
	(6	Does it appear tires are being replaced prematurely?		☐ Yes	✓ No
-	(7	Are adequate records maintained for used tires?		✓ Yes	□No
		(a) Is the disposition of used tires within policy?		✓ Yes	□No
f	. Ho	ware old tires/batteries disposed of? Returned to vendor	when replacement is received.		
21	(1)	Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2)	Are either tires or batteries being traded to offset installation	on costs?	Yes	☑ No
	(3)	Are the provisions of any tire or battery disposal contract to	peing met?	✓ Yes	□No
9	j. Ar	e Material Safety Data Sheets (MSDS) posted as required?		✓ Yes	□No
	(1)	Are all containers (other that the original) containing hazar	dous materials properly marked?	✓ Yes	□No
r	n. Ha	s the quarterly count of parts, tires, accessories and supplie	s been conducted?	✓ Yes	□No
	(1)	Who conducted the count? Administrative Sergeant			
7. F	UEL	DISPENSING FACILITY	Sgt Fabbri	CORRECTED	)
а		mally, is all fuel used by departmental personnel dispensed nmand location?	d through the fuel facility at the	✓ Yes	□No
	(1)	What procedures have been established for purchasing fu	el from service stations in emergencies? The us	e of Voyag	er Credit
		Card			
		(a) Is self-service or full-service used? Self-Service			

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

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(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b. Is the fuel island clean and neat?	✓ Yes	□No
(1) Does it need repair or painting?	Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	√ Yes	□No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
(5) Is there a clean oil storage rack?	✓ Yes	□No
(6) Is the lighting adequate?	✓ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	√ Yes	□No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d. Who fuels the vehicles? Sergeants, Officers, AT, and Maintenance Worker		
(1) Are fluids and tires checked during fueling?	Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?		
	✓ Yes	□ No
<ul><li>(1) Are pump meters and the storage tank properly safeguarded?</li><li>(2) Who has access to the keys to lock the meters and the storage tank? Area Commander, Sergeants</li></ul>	✓ Yes	□ No
(2) Who has access to the keys to lock the meters and the storage tank? Area Commander, Sergeants		
(3) Is gasoline measured before and after deliveries?	ENV	
	✓ Yes	□ No
1. What method is used to log fuel and oil used in individual vehicles? Daily Fuel Log and CHP 33		
(1) Are records maintained as required?		
	✓ Yes	□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Compare information from Daily Fue usually off by 2-3 gallons.	l Log, but	it is still
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
(1) When was the pump meter last checked for accuracy? February 13, 2009		
h. Is there a contract for fuel?	✓ Yes	□ No
(1) How often is the fuel supply replenished? Every 2 Months		
(2) At what level is it refilled? When level is less than 1000 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Behind locked gate		
(1) Is the system adequate?	✓ Yes	□No
(2) Is it utilized by all personnel?	✓ Yes	□No
Destroy Previous Editions		

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### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

8.	SAF	ETY	Sgt Fabbri	ACTION REQUIRED	CORRECTE	0
-	a. I	Does the Area conduct an inspection of the facility twice each ye		hazards?	✓ Yes	□No
	(	1) Are the AT's work areas inspected?			✓ Yes	□No
	b. A	are there possible unsafe conditions within the AT's work areas'	?		☐ Yes	☑ No
	(	1) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2	2) Are electrical cords or hoses posing a hazard?			☐ Yes	✓ No
	()	3) Are fire extinguishers charged, inspected and of the proper	type?		✓ Yes	□No
	(4	A) Are any batteries leaking or stored improperly?			☐ Yes	✓ No
	(5	S) Are there loose items on the floor?			☐ Yes	☑ No
	(6	s) Is the bench grinder firmly affixed, and are there safety glass	ses available?		✓ Yes	□ No
		(a) Are they worn by the AT?			✓ Yes	□ No
	(7	) Is the battery charger in a safe place?			✓ Yes	□No
	(8	) Are masks available for AT's to wear when servicing brakes	?		✓ Yes	□No
		(a) If yes, are they worn?			☐ Yes	☑ No
	(9	) Are jack stands properly utilized?			✓ Yes	□No
	c. V	hat is the Area occupational safety record as it relates to fleet r	management? Ex	cellent		
	(1	) Have any injuries been prevented with an improved safety a		?	☐ Yes	☑ No
9.	VEH	CLE RECORDS AND MAINTENANCE	Sgt Fabbri	ACTION REQUIRED	CORRECTED	
	a. Aı	re fleet records logically filed?		•	✓ Yes	□ No
	(1	Are they conveniently located and available to the AT and su	upervisor?		✓ Yes	□ No
	(2)	Do files contain all required documents?			✓ Yes	□No
		(a) If documents are not in files, where are they located?				
١	b. Do	the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Fleet	Operations Manual?	✓ Yes	□No
	(1)	Are documents legible and complete?				□ No
	(2)	Who reviews the FF reports? Administrative Sergeant				
	(3)	How is the information used in Area's fleet administration?	Used to monitor su	oplies		
					= - 1/4	
C	c. Is t	he CHP 424 current?	. (6)		✓ Yes	□No
	(1)	Does the CHP 424 reveal any unusual repair patterns or dup	licate services?		☐ Yes	☑ No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

(2)	) Have required services been done at the proper mileage	9?		✓ Yes	□No
d. Is	the Area using the most effective and economical method	of repairing/maintaining t	ne fleet?	✓ Yes	□No
(1)	Are hourly rates in line with prevailing rates?			✓ Yes	□No
(2)	Does the AT refer to manuals for invoice cost information	n?		✓ Yes	□No
(3)	Is work being done by vendors that should be done by the	ne AT?		☐ Yes	✓ No
(4)	Are there any warranty problems?			✓ Yes	□No
	(a) If so, are they being resolved?			✓ Yes	□No
(5)	Is the credit card being used in lieu of an invoice?			☐ Yes	√ No
(6)	Does the commander or his/her designee review and/or	approve invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approv	al indicated on the invoic	e? Approval is noted on	the invoice	or approval
	is obtained prior to purchase.		<u> </u>		
			3		
e. Do	invoices indicate parts are being supplied by the CHP?				□No
(1)	If parts are on invoices, does the vendor give a discount?	?		☐ Yes	✓ No
f. Are	fleet operations bulletins maintained and accessible to the	AT?		Yes	□No
0. CON	DITION OF THE FLEET	Sgt Fabbri	ACTION REQUIRED	CORRECTED	
a. Usi	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, a	re there any patterns or p	problems identified?	Yes	☑ No
(1)	Have any unauthorized modifications been made on vehi	cles?		☐ Yes	✓ No
1. MOT	ORCYCLES	N/A	ACTION REQUIRED	CORRECTED	
a. Is th	he Area commander involved and kept informed of motorc	ycle deployment, needs,	problems, etc.?	☐ Yes	□ No
(1)	Are the program objectives clearly understood by the com	mander and supervisors	?	☐Yes	□No
(2)	Does the Area have an up-to-date SOP relating to motoro	cycle operations?		☐ Yes	□No
b. Are	motorcycles being deployed in conformance with department	nental policy and Fleet Op	perations Bulletins?	Yes	□ No
(1)	Are motorcycles being used on beats with predominantly	high speed problems?	11 11 11 11 11	☐ Yes	□No
(2)	Are motorcycles used for special duty officer transportation	on?		Yes	□ No
(3)	Are motorcycles parked at the Area office during vacation	ns and extended days off	?	Yes	□ No
		iogether?		☐ Yes	□No
	Fleet Operations Bulletins pertaining to motorcycles filed t	logether:			
c. Are	Fleet Operations Bulletins pertaining to motorcycles filed t What system is in place to verify understanding and comp				
c. Are (1)				□Yes	□No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

-				
	(1)	Is there a Defensive Rider Program?	Yes	□No
	(2)	Is there a sufficient number of CMTOs?	Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□ No
		(a) Are mandatory exercises being conducted?	Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
е	. Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	Yes	□No
	(6)	Are any repairs being done by riders?	Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g.	ls th	nere adequate space to park and/or store motorcycles?	Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	Yes	□No
		(a) Has it been inspected and approved?	Yes	□No
		(b) Are records of the approval on file?	Yes	□No
h.	Has appr	the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
	(2)	Is there ample supply available?	Yes	□No
	(3)	Are spare tires available?	Yes	□No
	(4)	ls a battery charger available?	Yes	□No

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

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	(5)	Is there security and an accurate inventory kept?	☐Yes	□No
i	. Wh	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	□No
	(3)	How is repair work verified?		
	,,			
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		***
	(6)	Does the Area have a motorcycle trailer?	Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3)	Is service up-do-date?	☐ Yes	☐ No
k.	Are Mor	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	☐ Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	 ☐ Yes	
	(2)	Are the forms filed for the life of the motorcycle?	Yes	
I.	Utiliz	ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	□No
Furth	ner Inf	formation:		
5.c.(	1)(a):	Completed 4th quarter 2008		
5.c.(2	2)(c):	Sergeants, AT. Maintenance Worker		

Section 11 is not applicable to Humboldt Area.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Humboldt Area	Northern	Six
Inspected by: Sergeant Brett F	abbri	Date 03/08/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION		Corrective Action Plan Included		
☐ Division Level ☒ Command L	Level	Appeal Included		
☐ Executive Office Level		Attachments Included		
Follow-up Required:	Forward to: Northern Division	Commander's Signature:	Date:	
☐ Yes	Due Date: 4/10/2009	De A Cannon	3/19/09	
Chapter Inspection: Chapter 5	Fix Fleer Manage	m cot	215, 0.2022 SURTEN	
Inspector's Comments Regarding Innovative Practices:				
Humboldt Area has not implemented any innovative practices warranting departmental consideration. Our supervisory staff is encouraged to evaluate methods which would improve command procurement procedures and accountability.				

Command Suggestions for Statewide Improvement:

Humboldt Area has no suggestions for Statewide improvement.

Inspector's Findings:

Sergeant Brett Fabbri was the primary inspector and Auto Tech Mike Nunes assisted with completion of this inspection. They both share in responsibility and oversight of command fleet operations and have a genuine concern for ensuring related policies and procedures are followed.



# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Command:	Division:	Chapter
Humboldt Area	Northern	Six
Inspected by:		Date:
Sergeant Brett Fabbri		03/08/2009

Commander's Response:
See inspector's findings.
lines and with Commercial and
Inspector's Comments:
See inspector's findings
Required Action: None required
Corrective Action Plan/Timeline

## COMMAND INSPECTION PROGRAM

## **EXCEPTIONS DOCUMENT**

raye s	Page	3
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Command: Division: Chapter:
Humboldt Area Northern Six
Inspected by: Date:
Sergeant Brett Fabbri 03/08/2009

Appeal Process:	(Appeals shall be filed within five (5)	) business days of the	completed chapter inspecti	on).
Commander's Ba	asis for Appeal:			
Commander 3 Da	1818 ГОГ Арреат.			
N/A				
Assest Davisuu/D			- 715	
Appeal Review/D	ecision: (This shall be the only lev	rel of appeal).		100000000000000000000000000000000000000
			.9	
		^		95
Lead Inspector's Signature	31	g	Date: /	
-Botto In	- 56.0		3/24/09	
Responding Commander's	Stonature (for appeal):	1 2 3 4 6 1		
1 //	beharlest for 16	C	Date: 3-24-09	

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

Sergeant William Fletcher ID #11415

O2/18/2009

INSTRUCTIONS: Indicate Items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initiated and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. SUSPENSE DATE TYPE OF EVALUATION 02/25/2009 ☐ Informal Evaluation ☑ Formal Evaluation DATE COMMANDER'S REVIEW FOLLOW-UP REQUIRED ☐ Correction Report 39-09 ☐ No BY CORRECTED ACTION REQUIRED EVALUATED 1. AREA ADMINISTRATION No. 02/19/2009 □ No a. Is there a clear line of supervision and accountability for the Area's fleet management? Yes V Yes □ No (1) Is the Area commander involved and Informed? □ No √ Yes (a) Does he/she monitor invoices? Area Commander or Acting Commander. (2) Who is authorized to approve invoices? b. What is the background experience of the Automotive Technician (AT)? Mr. Richard Appel has been an AT with the California Highway Patrol for eight years. Mr. Appel was previously assigned to Dublin and San Jose Areas. □ No: √ Yes (1) Are sufficient instructions and training provided? ☐ No ✓ Yes (2) Is he/she a qualified mechanic at journey person level? □ No √ Yes (3) Does he/she attend training on new model vehicles? ☐ No ✓ Yes Does the AT have good rapport with Area personnel and vendors? √ Yes (5) Does the AT ensure vehicles are available at shift change? √ No ☐ Yes Does the AT periodically attend staff meetings? T Yes ☑ No Does the AT have ideas/suggestions for improving the program? c. How much maintenance work is being done by the AT? Everything but warranty work and major engine overhaul. ✓ Yes ☐ No (1) Is he/she qualified to perform maintenance and minor repairs? (a) If these duties are not being performed, why not? Clean and wash state vehicles. Prepare and review paperwork related to d. What other duties or responsibilities are placed on the AT? inventories, maintenance, Cal Card, and fuel supply. CORRECTED ACTION REQUIRED **FVALUATED** 2. VEHICLE USE 02/19/2009 No. a. How many, "E" Class vehicles are assigned to the Area? 9

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

Rev. 6-08) OPI 009		= = =	✓ Yes	□ No
Is there an unmarked patrol vehicle assigned for the	commander?	er hoon made? N/A		
If the number of vehicles assigned is in excess of th	e formula, what justification n	as peen mager N/A.		
the spiece	ant ushicles available at the b	peginning of each shift?	✓ Yes	□No
there procedures in place to ensure there are surric	and a to keep the vehicles on	the road?	✓ Yes	□No
The state of the s			✓ Yes	□No
(a) Is there a supply of tools and minor equipment	a homes after duty hours?	On-Call supervisors are a	llowed to kee	the
	es nonies and duty notion	on can deposit		
pervisor's vehicle at their residence when on-call.	tarana and individuals wi	th a valid interest in beco	ming a CHP (	 Cadet.
			✓ Yes	□ No
		1	 ✓ Yes	□No
	EVALUATED	ACTION REQUIRED	100	
G I I I I I I I I I I I I I I I I I I I	02/19/2009		1	
		v	□ Vee	
and the same of th				□ No
	tive vendors?		V 103	
Does the Area constantly change vendors, or work long-term relationships?	cout problems in order to ma	пкап дово	☐ Yes	☑ No
	als Management Manual, who	en making purchases?		□Nc
			☐Yes	☑ No
Are there shortages of vehicles on Mondays?			· -	
		N	☐ Yes	∠ No
) If more than one AT, are their hours/days schedule	ed most effectively?	*	☐ Yes	□N
(a) Is overtime needed for maximum enforcemen		*	-	□ No
(a) Is overtime needed for maximum enforcemen	t periods?		☐ Yes	
	nt periods? vehicles?		☐ Yes	□ No
	there procedures in place to ensure there are suffice. Are officers allowed to perform minor corrections in (a) Is there a supply of tools and minor equipment at is the justification for any vehicle kept at employed pervisor's vehicle at their residence when on-call, to does the commander allow to ride in vehicles? Do supervisors use the CHP 428, Release and War (a) Is the CHP 428 kept for the appropriate period ICE ARRANGEMENTS  That vendors are being used for servicing or repairing and vendors are being used for servicing or repairing. Are they authorized dealers?  What process was used in selecting a service vendor what are the hourly rates being charged? \$85.00 (a) Are discounts given on parts?  Has the command shopped for the most cost effect Does the Area constantly change vendors, or work long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materia vehicle availability has been a problem, has Area expected.	there procedures in place to ensure there are sufficient vehicles available at the tax officers allowed to perform minor corrections in order to keep the vehicles on (a) Is there a supply of tools and minor equipment available?  at is the justification for any vehicle kept at employees homes after duty hours? Overvisor's vehicle at their residence when on-call.  To does the commander allow to ride in vehicles? Dispatchers and individuals with Do supervisors use the CHP 428, Release and Waiver of Liability?  (a) Is the CHP 428 kept for the appropriate period of time?  CE ARRANGEMENTS  Are they authorized dealers?  What process was used in selecting a service vendor? Harper Ford in Endinger the hourly rates being charged? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to mailtong-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Management Manual, whele we hold the ventor and problem, has Area experimented with weekend may related availability has been a problem, has Area experimented with weekend may related availability has been a problem, has Area experimented with weekend may related to the command shopped for the mass area appealmented with weekend may related availability has been a problem, has Area experimented with weekend may related availability has been a problem, has Area experimented with weekend may related availability has been a problem.	at is the justification for any vehicle kept at employees homes after duty hours? On-Call supervisors are a pervisor's vehicle at their residence when on-call.  To does the commander allow to ride in vehicles? Dispatchers and individuals with a valid interest in become Do supervisors use the CHP 428, Release and Waiver of Liability?  (a) Is the CHP 428 kept for the appropriate period of time?  CE ARRANGEMENTS  Doz/19/2009  Action Required No.  Action Required No.  Are they authorized dealers?  What process was used in selecting a service vendor? Harper Ford is the closest and only vender avait  What are the hourly rates being charged? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors?  Does the Area constantly change vendors, or work out problems in order to maintain good	there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?  Yes  Are officers allowed to perform minor corrections in order to keep the vehicles on the road?  Yes  (a) Is there a supply of tools and minor equipment available?  If yes  at is the justification for any vehicle kept at employees homes after duty hours?  On-Call supervisors are allowed to keep envisor's vehicle at their residence when on-call.  On does the commander allow to ride in vehicles?  Dispatchers and individuals with a valid interest in becoming a CHP of supervisors use the CHP 428, Release and Waiver of Liability?  Yes  Os supervisors use the CHP 428, Release and Waiver of Liability?  Yes  OZ 19/19/2009  ACTION REQUIRED  OZ/19/2009  No.  ACTION REQUIRED  No.  AC

# DEPARTMENT OF CALIFORMA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

HP 453F (Rev. 6-06) OPI 009		∀es	□ No
(2) Is the Area's vehicle washing procedure pra			☑ No
(a) Is excessive officer time used to wash		Yes	
(3) Is there more than one car wash facility ava		Yes	☑ No
(4) Are vehicles being excessively washed or o		Yes	☑ No
(5) Does the Area have a maintenance worker		Yes	☑ No
(6) Is there any other program that can be of a	esistance in washing cars?		
d. How do officers report defective equipment?	Defective equipment is documented on the Area's "Vehicle De	rect Report	
(1) Who is authorized to declare a vehicle uns	afe for patrol? All uniformed personnel and the AT.		
			_
(a) Who determines when a vehicle is saf	after repair or checking of defects? The AT and a uniformed		
(b) Does he/she sign off the report form a	nd indicate what has been done?	☑ Yes	□ No
(c) is this system effective?		✓ Yes	□ No
(d) How long are records kept? Three ye	ers.		
(a) Is there a system in place to check ve	nicles for defects after high speed pursuits?	✓ Yes	□ No
. MILEAGE MANAGEMENT	02/19/2009 No.	CORRECTED	
Description of authors to approve agraitable		✓ Yes	□ No
(1) Are vehicles run out in the same order the		✓ Yes	□ No
	r readings so that vehicles are run out at regular intervals?	✓ Yes	□No
(a) If not, can adjustments be made to ac		☐ Yes	□No
	7 Vehicles are parked or the number of daily drivers is reduce	ed until the v	chicles
milage is back in line with where it needs to b			
(1) Do field supervisors and officers understa		✓ Yes	□ No
		✓ Yes	□ No
(2) Does the AT understand what is required		√ Yes	□No
(3) Does the Area have a "personalized vehic		for better cor	itrol of
(a) If so, how does it effect mileage aven	Said. The belonguarized Actions assistantial Madern Anna		· ·
averaging a vehicles milage.		-	
c. How does the Area project run outs? Area p	ojects run outs 45 days prior to the projected run out date.		
(4) In EOC - solided 2D 45 days oftenes and	ce?	√ Yes	□No
(1) Is FOS provided 30-45 days advance not	· · · · · · · · · · · · · · · · · · ·		

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

HP 453F (Rev. 6-06) OPI 009		005 Pullolin 08-07 (6	Good working	condition).
(2) What has been the condition of vehicles returned to Fo	OS? Meets standards pe	r to FOS Buttetin 08-02- (	CKANG HOLLING	
114.40			☑ Yes	□ No
(3) Are the right equipment options completed?	EVALUATED	ACTION REQUIRED	CORRECTED	
AUTOMOTIVE WORK AREA/EQUIPMENT	02/19/2009	No.	✓ Yes	□ No
a. Is there adequate space and comfort in the AT office?			✓ Yes	□ No
(1) Is the office arranged neatly, and are all bulletins and	manuals current?			□ No
(2) Does the AT maintain a service and flat rate manual?			✓ Yes	□ No
b. Is the space for working on vehicles adequate?			✓ Yes	
(1) Is it clean and organized?			☑ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1,	Fleet Operations Manual,	Chapter 67	✓ Yes	□ No
(1) Is there an inventory?			√ Yes	□No
(a) When was it last checked? Jasuary	2009		✓ Yes	□ No
(2) Are the tools located where they can be easily access	sed by the AT when work	ing on vehicles?	✓ Yes ————	□ No
(a) Are they clean and properly maintained?	. *	*	✓ Yes	□No
(b) Is there security for the tools when the AT is not	present?		✓ Yes	□ No
· · · · · · · · · · · · · · · · · · ·	WERVISONS ?	MANAGERS	□Yes	□ No
d. Does the AT have the equipment necessary to perform a	till required tasks?	8 <u>-</u>	☑ Yes	□ No'
(1) If not, has it been budgeted for and/or ordered?	10	<u>i</u>	Yes	□ No
e. Is the equipment neat, clean and in good repair?		#	✓ Yes	□No
(1) Have replacements been planned and budgeted for	7		Yes	□ No
f. Are there additional tools or Items of equipment needed?		, , , , , , ,	□ Yes	☑ No
(1) Could the AT be more effective if they were available		30	Yes	☑ No
(2) Can they and/or have they been requisitioned or req		8 8	Yes	☑ No
	02/19/2009	NO.	CORRECTS	0
6. TIRES, PARTS AND SUPPLIES	02/19/2009		√ Yes	□ No
a. Is the space provided for parts and supplies adequate?		× .	✓ Yes	□ No
(1) If not, can more space be provided?	-		✓ Yes	□No
(2) Is the space neatly and logically organized?		-	✓ Yes	□No
(3) Is there adequate security?		1		
(4) Who has access to the parts/supplies? The AT. s	supervisors and manager.			
	t floor?		✓ Yes	□No
(5) Are batteries stored in a dry location, off the cements.  b. Are automotive parts and supplies inventoried and main		i) as required?	✓ Yes	□ No
b. Are automotive parts and supplies inventoried and main	manion di Cionti pago (c.)			

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FL	EET	MANA	GEMENT
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uel from service stations	ut emeråendes: Anvi	agor Cara	
d through the fuel facility		✓ Yes	□ No
02/19/2009	Yes.	Memo	of Correction
5 4 4			
eant Delbert Gray.			10
es been conducted?	, de-		
rdous materials properly.	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	✓ Yes	□ No
rdoue meteriale nronariv	marked?	Yes	□ No
being met?	Ve.	✓ Yes	□ No
on costs?	W (e	☐ Yes ☑ Yes.	
(CHP 265) sent to prosp	pective bidders?	Yes	✓ No
			[7] No.
are in the area so they ar	re disposed of through a	contract. E	satteries are
		✓ Yes	□ No
(6) Does it appear tires are being replaced prematurely?  (7) Are adequate records maintained for used tires?		✓ Yes	N <sub>0</sub>
		✓ Yes	□ No
\$?		Yes	☑ No
tant or backup?		☐ Yes	☑ No
	3/		
er and locked.			
		7 Yes	□No
		✓ Yes	∐ No
	<del></del>	✓ Yes     ✓ Yes	□ No
ounted for? h the Purchasing Service	s Unit of		
		✓ Yes	□No
and provide them to the v	vendor for installation?	✓ Yes	□No
		Yes	☑ No
			✓ Yes

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FL	EET	MANAGEME	Ν٦
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HP 453F (Rev. 6-06) OPI 009	Yes	☑ No
(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b. Is the fuel Island clean and neat?	√ Yes	□No
(1) Does it need repair or painting? PAINTING	☑ Yes	□No
(2) Are fuel, water and air hoses in good repair?	√ Yes	□No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
(5) Is there a clean oil storage rack?	✓ Yes	□No
(6) Is the lighting adequate?		□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	Yes	☑ No
(8) Have problems been reported to Facilities Section?	☑ Yes	□ No
c. Is there an adequate amount of supplies available to officers?	TT 162	
d. Who fuels the vehicles? Uniformed personnel and the AT.		□No
(1) Are fluids and tires checked during fueling?	✓ Yes	
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□ No
(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank? The AT, supervisors and managet	1.	
(3) Is gasoline measured before and after deliveries?	✓ Yes	□ No
f. What method is used to log fuel and oil used in individual vehicles? Uniformed personnel and the AT docum	ent their use	of firel and
1 141100 (1.1-11.1-11.1-11.1-11.1-11.1-11.1-11.1		
all used on a 33D.		
oil used on a 33D.  (1) Are records maintained as required?	√ Yes	□ No
(1) Are records maintained as required?		
(1) Are records maintained as required?  (2) What is done to reconcile differences of more than 2-3 gallons daily? The 33ID Form is checked against	t the 33 Form	
<ul> <li>(1) Are records maintained as required?</li> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray</li> </ul>	t the 33 Form	
(1) Are records maintained as required?  (2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray g. Does the physical inventory reasonably balance with the metered inventory each month?	t the 33 Form	n to reconcile
<ul> <li>(1) Are records maintained as required?</li> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray</li> <li>g. Does the physical inventory reasonably balance with the metered inventory each month?</li> </ul>	t the 33 Form	n to reconcile
<ul> <li>(1) Are records maintained as required?</li> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray</li> <li>g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? 02/13/2009</li> </ul>	t the 33 Form	n to reconcile
<ul> <li>(1) Are records maintained as required?</li> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? 02/13/2009</li> <li>h. Is there a contract for fuel?</li> </ul>	is notified.	n to reconcile
<ul> <li>(1) Are records maintained as required?</li> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor. Sgt. Delbert Gray g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? 02/13/2009</li> <li>h. Is there a contract for fuel?</li> <li>(1) How often is the fuel supply replenished? As needed but approximately every three months.</li> </ul>	is notified.	n to reconcile
<ul> <li>(1) Are records maintained as required?</li> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? 02/13/2009</li> <li>h. Is there a contract for fuel?</li> <li>(1) How often is the fuel supply replentshed? As needed but approximately every three months.</li> <li>(2) As what level is it refilled? 900 Gallons.</li> </ul>	t the 33 Form is notified.  Yes	n to reconcile
<ul> <li>(1) Are records maintained as required?</li> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? 02/13/2009</li> <li>h. Is there a contract for fuel?</li> <li>(1) How often is the fuel supply replenished? As needed but approximately every three months.</li> <li>(2) At what level is it refilled? 900 Gallons.</li> <li>i. How does the Area secure the fuel pumps when they are not in use? The pumps are locked with pad locks in</li> </ul>	t the 33 Form is notified.  Yes	No No
<ul> <li>(1) Are records maintained as required?</li> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? 02/13/2009</li> <li>h. Is there a contract for fuel?</li> <li>(1) How often is the fuel supply replentshed? As needed but approximately every three months.</li> <li>(2) As what level is it refilled? 900 Gallons.</li> </ul>	is notified.  Yes  Yes	No No darea.

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FL	EET	MA	NA	GE	MEN.	Γ
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CHIP 453F (Rev. 6-08) Prigo 7 of 10

TOWNLUATED	ACTION REQUIRED	CORRECTED	
02/19/2009	No.		
ce each year to detect safety ha	zards?		□ No.
		_=	□ No
vork areas?			☑ No
		✓ Yes	□ No
		☐ Yes	☑ No
the proper type?		✓ Yes	□N□
		☐ Yes	☑ No
		☐ Yes	☑ No
safety glasses available?		✓ Yes	☐ No
			□No
		✓ Yes	□No
cing brakes?		✓ Yes	□ No
		✓ Yes	□ No
		✓ Yes	□ No
ved safety awareness program?	ACTION DETINIDED		□ No′
02/19/2009	No.	ÇORRECTE	
700		✓ Yes	□ No
he AT and supervisor?	E B	☑ Yes	□No
9Y	e	☑ Yes	□No
y located?		<i>-</i>	
· · · · · · · · · · · · · · · · · · ·			
. 190 W			
instructions in HPM 31.1, Fleet	Operations Manual?		□ No
10.			☐ No
isor, Sgt. Delhert Gray and Area	Commander, Lt. Lapth	orite.	
inistration? The information is	used to identify recurring	ig problems, n	nanage
			□ No
atterns or duplicate services?		☐ Yes	☑ No
	the proper type?  safety glasses available?  cing brakes?  cing brakes?	ce each year to detect safety hazards?  Interpret type?  Interpret type?	ce each year to detect safety hazards?  Z Yes  york areas?  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Y

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

2 453F (Rev. 6-06) OPI 009	<del></del>		✓ Yes	□ No
(2) Have required services been done at the proper mileage	()	ho fleet?	✓ Yes	□No
l. Is the Area using the most effective and economical method	of repairing/maintaining to	Ité liceri	☑ Yes	□No
(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
(2) Does the AT refer to manuals for invoice cost informatio			Yes	☑ No
(3) Is work being done by vendors that should be done by the	he AT?	2		☑ No
(4) Are there any warranty problems?			Yes	□ No
(a) If so, are they being resolved?			Yes	
(5) Is the credit card being used in lieu of an invoice?			Yes	☑ No
(6) Does the commander or his/her designee review and/or	approve Invoices?		✓ Yes	□ No
(a) If so, is there a threshold limit, and how is the appro	val indicated on the invol	ce? The approval is indi	icated by a sig	gnature o
the invoice.				
		74 (4)		
e. Do involces indicate parts are being supplied by the CHP?			✓ Yes	□No
(1) If parts are on involces, does the vendor give a discoun	t?		☑ Yes	□ No
f. Are fleet operations bulletins maintained and accessible to the			✓ Yes	□ No
CONDITION OF THE FLEET	02/19/2009	NO.	CORRECTE	D
ALID GOT Vahiala Inspection Charklist as a guide	THE STREET OF STREET		Yes	☑ No
W 44 22 22 24 24 24 24 24 24 24 24 24 24			Yes	☑ No
(1) Have any unauthorized modifications been made on ve	EVALUATED	ACTION REQUIRED	GORRECTE	0
. MOTORCYCLES:		- useblome etc 2	□Yes	□No
a. Is the Area commander involved and kept informed of motor			Yes	□ No
(1) Are the program objectives clearly understood by the $\infty$		rs?	Yes	□ No
(2) Does the Area have an up-to-date SOP relating to mot	orcycle operations?			□ No
b. Are motorcycles being deployed in conformance with depart			Yes	
(1) Are motorcycles being used on beats with predominan	tly high speed problems?		Yes	□ No
(2) Are motorcycles used for special duty officer transports		0 8	Yes	□ No
(3) Are motorcycles parked at the Area office during vacat	tions and extended days	off?	Yes	□ No
c. Are Fleet Operations Bulletins pertaining to motorcycles file	ed together?		Yes	□ No
(1) What system is in place to verify understanding and co				
(2) Are Bulletins discussed with riders?			Yes	□ No
(S) YLS Brilletius discrissed Militargels:				

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

453F (Rev. 6-06) OPI 009  (1) Is there a Defensive Rider Program?	Yes	□No
(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
(3) What is the Area's safety record?		
(a) variable distributions		
(a) How does it compare with Division and statewide rates?		
		7" 1
(4) Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
(a) Are mandatory exercises being conducted?	☐ Yes	□ No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	☐ Yes	□ No
(2) is the repair person proficient?	☐ Yes	□ No
(3) Is service available on weekends?	Yes	□ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□ No
(5) Are any motorcycles being operated with radios in a defective condition?	Yes	□No
(6) Are any repairs being done by riders?	☐ Yes	□ No
(7) Does the Area swap radios with idle units to reduce down time?	Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□ No
to the second party and/or store motorcycles?	Yes	□No
g. Is there adequate space to park and/or store motorcy see.  (1) Is safety compromised?	☐ Yes	□Nø
(2) Are units parked near an entrance causing foot traffic to be inhibited?	□Yes	□ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□ No
(4) Are parked motorcycles susceptible to theft or vandalism?	Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□ No
(a) Has it been inspected and approved?	Yes	□No
(a) That it been inspected and approval (b) Are records of the approval on file?	☐ Yes	□ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	□ N
1	☐ Yes	□N
(2) Is there ample supply available?  (3) Are spare tires available?	☐ Yes	□N
(4) Is a battery charger available?	☐ Yes	□ N

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

FFT	MANA	GEMENT

	53F (Rev. 6-08) OPI 009	Yes	☐ No
	(5) Is there security and an accurate inventory kept?	-	
i,	What arrangements have been made for servicing and repairing motorcycles?	-	
-			
	(1) Is it satisfactory and cost effective?	] Yes	□ No
	(2) Does the maintenance program minimize officer and vehicle down time?	Yes	□No
	(3) How is repair work verified?		
-	(b) How to repair the first to		¥.
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
-		Yes	□ No
_		Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?		1.t
_			
	(6) Does the Area have a motorcycle trailer?	_ Yes	□No
	(a) How often is it used?		
_		Yes	□ No:
_		□ Yes	□No
	Club of Delivate Equipment Chack reveal excessive maintenance charges?	Yes	□ No
	and the state of t	☐ Yes	□ No
		☐ Yes	□No
Si .	(3) Is service up-do-date?		-
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	Yes	□No
		∐Yes	□No
		Yes	□No
l.	and CHP 453F. First Management, as guides, do the	Yes	□N≎

State of California

Business, Transportation and Housing Agency

### Memorandum

Date:

March 10, 2009

To:

Crescent City Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Crescent City Area

File No .:

11415

Subject:

ACTION REQUIRED FROM AREA MANAGEMENT EVALUATION OF

FLEET MANAGEMENT (CHAPTER 6 INSPECTION)

The purpose of this memorandum is to address an "Action Required," on page 5 of the CHP 453F form, used to document the Area Fleet Inspection.

It was discovered that the fuel dispensing facility was in need of painting. This information was documented in the report and brought to the attention of the Area Commander, Lieutenant Joseph Lapthorne. This information has now been brought to the attention of the CHP, Facilities Section and is being addressed.

William J. Fletcher

Welling S. Fleten

Sergeant

## COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Command:	Division:	Chapter:
Crescent City	Northern	6
Inspected by: Sergeant Fletcher, ID	11415	Date: 3-23-09

number of the inspection in the Unap	tet triahection tiguriers, buggi i a	exes as necessary, or fill in the blanks as indicated ward to: "enter the next level of command when document innovative practices, suggestions for some used to appeal findings. A CHP 51 Memorar	statewide
TYPE OF INSPECTION		Corrective Action Plan Included	
☐ Division Level 🔀 Command	Level	Appeal Included	
Executive Office Level		Attachments Included	
Follow-up Required:	Forward to: Northern	Commander's Signature:	Date:
🔀 Yes 🗌 No	Division 3-23-09  Due Date:	- De C	
Chapter Inspection	arding Innovative Practice	es:	
None	e¥e	*	*
28			
Command Suggestions for	Statewide Improvement:		
	91	g w E	
None			
Inanactor's Findings:			

The fleet is well maintained and sufficient vehicles are available to meet operational needs. The Area auto technician is supervised by a sergeant who is hands on with daily operations and reporting requirements. Both routine maintenance and safety inspections are completed in a timely manner to insure operational safety.

CHPCRESCENT

PAGE 02/04

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Crescent City	Northern	6	
Inspected by: Sergeant Fletc		Date: 3-23-09	

Page 2

### Commander's Response:

Area fleet operations are supervised by an Area sergeant. Vehicle maintenance and inspections are monitored to insure fleet readiness and dependability. Operational expenses are monitored and approved per departmental policy. The Auto Tech work area is kept clean and organized with the necessary equipment available to officers for after hour needs.

The fuel dispensing facility is in need of painting. This repair will protect the structure from the elements associated with coastal weather and curtail more expensive repair costs in the future. The needed repair has been addressed with Facilities Section and is forthcoming.

## Inspector's Comments:

vehicle inspections, routine maintenance and associated Department Policy. Both individuals work together on a daily basis to identify needs and are proactive about keeping fleet costs to a minimum without compromising safety.

## Regulijendi Alektomi

Corrective Action Plan/Timeline

Facilities section was contacted and advised that the fueling facility needed painting. Facilities section has scheduled the repair work for spring 2009.

**CHPCRESCENT** 

PAGE 03/04

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command:	Division:	Chapter;
Crescent City	Northern	6
Inspected by: Sergeant Fletc	her	Date: 3-23-09

Page 3

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Appeal Review/Decision: (This shall be the only level of appeal).

CHPCRESCENT

PAGE 04/04

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT** 

Lead Inspector's Signature:	Date:
Responding Commander's Signature (for appeal):	Date:

## AREA MANAGEMENT EVALUATION

**FLEET MANAGEMENT** 

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Ukiah	Northern	6
EVALUATED BY		DATE
R. C. Madrigal		04/06/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

rype of evaluation Formal Evaluation I]	nformal Evaluation	SUSPENSE DATE 04/10/2009			
OLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REV	Very Very	DATE 04/07/20	)09
. AREA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED None	CORRECTE	D
a. Is there a clear line of su	pervision and accountability for the	Area's fleet manager	ment?	✓ Yes	□No
(1) Is the Area comman	der involved and informed?			✓ Yes	□No
(a) Does he/she mo	onitor invoices?			✓ Yes	□No
(2) Who is authorized to	approve invoices? Area Comma	nder			
b. What is the background e	experience of the Automotive Techr	nician (AT)? Auto T	ech was hired July/89 as an	Auto Tech Tr	rainee the
promoted to Auto Tech i	n Ukiah Area on 1/90. Prior to tha	t she worked for her	family owned service station	n most of her	life.
(1) Are sufficient instruct	ions and training provided?			✓ Yes	□No
(2) Is he/she a qualified	mechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend t	raining on new model vehicles?			✓ Yes	□No
(4) Does the AT have go	od rapport with Area personnel and	d vendors?		✓ Yes	□No
(5) Does the AT ensure	vehicles are available at shift chang	je?		✓ Yes	□No
(6) Does the AT periodic	ally attend staff meetings?			✓ Yes	· 🗌 No
(7) Does the AT have ide	eas/suggestions for improving the p	rogram?		✓ Yes	□No
c. How much maintenance v	work is being done by the AT? $A_{SI}$	nuch as time allows	and what is appropriate for l	ner expertise.	
(1) Is he/she qualified to	perform maintenance and minor re	pairs?	·	✓ Yes	□No
	o not being performed, why not?			<u> </u>	
d. What other duties or respo	onsibilities are placed on the AT?	None.			
		EVALUATED	ACTION REQUIRED	CORRECTED	
VEHICLE USE					

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

-				
	(1) Is there an unmarked patrol vehicle assigned for the commander?		✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the formula, what justification has been ma	de? Not appli	icable.	
I	b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of	each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?		✓ Yes	□No
	(a) Is there a supply of tools and minor equipment available?		✓ Yes	□No
	c. What is the justification for any vehicle kept at employees homes after duty hours? During unusu	ıal circumstanc	es such as	inclement
	weather when call outs are anticipated, early out of area court cases, this is only on a very limited	l basis.		
C	d. Who does the commander allow to ride in vehicles? Ridealongs and other approved persons in c	ompliance with	policy.	
	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of time?		✓ Yes	□No
3. 5	SERVICE ARRANGEMENTS  EVALUATED ACTION RE Yes None	EQUIRED	CORRECTE	D
a	a. What vendors are being used for servicing or repairing vehicles? Ford Dealer, Dodge Dealer, an	d several indep	endent ve	ndors within
	Area.	·		
	(1) Are they authorized dealers?		✓ Yes	□No
	(2) What process was used in selecting a service vendor? Convenient location, accept charge	account, repair	equipmen	t, certified
	vendor through Bureau of Automotive Repair, service available, and reasonable pricing.			
	(3) What are the hourly rates being charged? \$65.00			
	(a) Are discounts given on parts?		✓ Yes	□No
	(4) Has the command shopped for the most cost effective vendors?		✓ Yes	□No
	(5) Does the Area constantly change vendors, or work out problems in order to maintain good	1,000		
_	long-term relationships?		✓ Yes	□No
-	(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making pure	chases?	✓ Yes	□No
b.	b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?		Yes	✓ No
	(1) What percentage of the fleet is needed on weekends? 75%			
	(2) Are there shortages of vehicles on Mondays?	- American	Yes	☑ No
	(3) If more than one AT, are their hours/days scheduled most effectively?	7-12-1	✓ Yes	□No
	(a) Is overtime needed for maximum enforcement periods?		Yes	☑ No
C.	c. Are provisions adequate to ensure regular washing of vehicles?	×	✓ Yes	□No
	(1) How are interiors cleaned? Car wash vendor.			

### **FLEET MANAGEMENT**

(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□No
(a) Is excessive officer time used to wash vehicles?	Yes	☑ No
(3) Is there more than one car wash facility available?	✓ Yes	□ No
(4) Are vehicles being excessively washed or detailed?	☐ Yes	☑ No
(5) Does the Area have a maintenance worker or janitor wash cars?	☐ Yes	☑ No
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	☑ No
d. How do officers report defective equipment? Vehicle discrepancy report at vehicle keyboard in briefing roo	om.	
(1) Who is authorized to declare a vehicle unsafe for patrol? All persons involved in operating or maintena	nce of vehicl	es.
8		
(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Tech		
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□No
(c) Is this system effective?	Yes	□No
(d) How long are records kept? 3 years		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□No
4. MILEAGE MANAGEMENT Yes ACTION REQUIRED None	CORRECTED	
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□No
(1) Are vehicles run out in the same order they are received?	✓ Yes	□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	□No
(a) If not, can adjustments be made to accomplish this?	✓ Yes	□No
b. How are adjustments to mileage accomplished? Auto Tech monitors weekly and adjusts by assigning vehic	le to a shift, p	articular
officer, resident post, to accumulate more or less mileage as necessary.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	□No
(2) Does the AT understand what is required?	✓ Yes	□No
(3) Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
(a) If so, how does it effect mileage averaging? Very effective.		
c. How does the Area project run outs? at 95,000 miles a CHP 57 is submitted to Fleet Operations Section.		
(1) Is FOS provided 30-45 days advance notice?	✓ Yes	□No

### **FLEET MANAGEMENT**

-							
		(2)	What has been the condition of vehicles returned to FOS?	Good.			
*****		(3)	Are the right equipment options completed?	1		✓ Yes	□No
5.	AU	TO	MOTIVE WORK AREA/EQUIPMENT	Yes	None	CORRECTED	0
	a.	ls t	here adequate space and comfort in the AT office?			✓ Yes	□No
		(1)	Is the office arranged neatly, and are all bulletins and manual	als current?		✓ Yes	□No
		(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
	b.	ls t	he space for working on vehicles adequate?			✓ Yes	□No
	(	(1)	Is it clean and organized?			✓ Yes	□No
	c.	Doe	es the AT have the supply of tools listed in HPM 31.1, Fleet C	perations Manual	, Chapter 6?	✓ Yes	□No
	(	(1)	Is there an inventory?			✓ Yes	□No
			(a) When was it last checked?			☐ Yes	□No
	(	(2)	Are the tools located where they can be easily accessed by	the AT when work	king on vehicles?	✓ Yes	□No
			(a) Are they clean and properly maintained?			✓ Yes	☐ No
			(b) Is there security for the tools when the AT is not present	t?		✓ Yes	□No
			(c) Who has access to the tools?		12	☐ Yes	□No
	d. [	Doe	es the AT have the equipment necessary to perform all requir	ed tasks?		✓ Yes	□No
	(	(1)	If not, has it been budgeted for and/or ordered?			Yes	□No
	e. I	ls th	ne equipment neat, clean and in good repair?			Yes	□No
	(	1)	Have replacements been planned and budgeted for?			☐ Yes	□No
1	. А	re t	there additional tools or items of equipment needed?	=======================================		✓ Yes	□No
	('	1)	Could the AT be more effective if they were available?			√ Yes	□No
	(2	2)	Can they and/or have they been requisitioned or requested?			✓ Yes	□No
3,	TIRE	ES,	PARTS AND SUPPLIES	Yes Yes	ACTION REQUIRED None	CORRECTED	)
e	a. Is	s th	e space provided for parts and supplies adequate?			✓ Yes	□No
	(1	1)	If not, can more space be provided?			Yes	□No
	(2	2)	Is the space neatly and logically organized?		N100 - 2,	✓ Yes	□No
	(3	3)	Is there adequate security?			✓ Yes	□No
	(4	4)	Who has access to the parts/supplies? Auto Tech and unif	form field supervi	sors.		
					W/		
	(5	5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b	. A	re a	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF)	as required?	✓ Yes	□No

### **FLEET MANAGEMENT**

С	c. Are reasonable numbers of parts/supplies stocked?	√ Yes	□No
	(1) Are there obsolete parts on hand?	☐Yes	✓ No
d	d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for install	ation?	□No
е	e. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? In a tire rack inside the carport behind locked doors and inside a lock	ed storage shed.	
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	□No
	(6) Does it appear tires are being replaced prematurely?	☐ Yes	✓ No
	(7) Are adequate records maintained for used tires?	√ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? Contract vendor.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	□No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Area Commander quarterly.		
	EVALUATED ACTION REQUIRED	CORRECTED	· · · · · · · · · · · · · · · · · · ·
FU	JEL DISPENSING FACILITY  Yes  None	CORRECTEL	
a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Card lock stations	are used at
	Resident Posts, Voyager Credit Card used in emergency at gas stations when necessary.		

### FLEET MANAGEMENT

_			
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
ŀ	o. Is the fuel island clean and neat?	✓ Yes	□No
70	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□ No
С	s. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d	I. Who fuels the vehicles? Officers, Auto Tech, Custodian		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
е	ls the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Auto Tech		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Hand written log kept at the fuel island.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Recheck entries to find discrepancy.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? Once per year the meter is certified by Departmen	t of Weigh	ts and
	Measures		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Approximately every 3 to 4 months as needed.		
	(2) At what level is it refilled? When it reaches 10% of capacity.		
i.	How does the Area secure the fuel pumps when they are not in use? Key lock.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

8. SAFETY	Yes Yes	ACTION REQUIRED None	CORRECTE	D
a. Does the Area conduct an inspection of the facility twice e			✓ Yes	□No
(1) Are the AT's work areas inspected?			✓ Yes	□No
b. Are there possible unsafe conditions within the AT's work	areas?		✓ Yes	□No
(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
(2) Are electrical cords or hoses posing a hazard?			Yes	☑ No
(3) Are fire extinguishers charged, inspected and of the p	roper type?		✓ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐ Yes	✓ No
(5) Are there loose items on the floor?			Yes	☑ No
(6) Is the bench grinder firmly affixed, and are there safet	y glasses available?		√ Yes	□No
(a) Are they worn by the AT?			✓ Yes	□No
(7) Is the battery charger in a safe place?			√ Yes	□No
(8) Are masks available for AT's to wear when servicing b	orakes?			□No
(a) If yes, are they worn?			✓ Yes	□No
(9) Are jack stands properly utilized?			√ Yes	□ No <sub>34</sub>
c. What is the Area occupational safety record as it relates to	fleet management? \	ery good - no traumatic inj	uries reported	. Auto Tech
recently required surgery for carpal tunnel due to cumulat	ive effect of duties.	w)		
(1) Have any injuries been prevented with an improved sa		m?	✓ Yes	□No
9. VEHICLE RECORDS AND MAINTENANCE	Yes	None	CORRECTED	)
a. Are fleet records logically filed?			✓ Yes	□No
(1) Are they conveniently located and available to the AT	and supervisor?		✓ Yes	□No
(2) Do files contain all required documents?			✓ Yes	□No
(a) If documents are not in files, where are they locate	ed?	S STATES IN		
b. Da the Flest Ferry (FF)				
b. Do the Fleet Focus (FF) documents comply with the instruction	ctions in HPM 31.1, Flee	et Operations Manual?	✓ Yes	□ No
(1) Are documents legible and complete?			✓ Yes	□ No
(2) Who reviews the FF reports? Auto Tech and Area Con				
(3) How is the information used in Area's fleet administration	on? To ensure mainter	nance costs are reasonable a	and mileage a	ccumulation
are within acceptable parameters.				
c. Is the CHP 424 current?			✓ Yes	□No
(1) Does the CHP 424 reveal any unusual repair patterns (	or duplicate services?		☐ Yes	☑ No

### **FLEET MANAGEMENT**

	(2) Have required services been done at the proper mileage?			✓ Yes	□No
C	d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?		✓ Yes	□No	
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
	(3) Is work being done by vendors that should be done by the AT?			☐ Yes	☑ No
	(4) Are there any warranty problems?			☐ Yes	☑ No
	(a) If so, are they being resolved?			☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?		1.0	☐ Yes	☑ No
	(6) Does the commander or his/her designee review and/or ap	prove invoices?		✓ Yes	□No
-	(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice?	There is no threshold	limit but th	e Area
	Commander reviews all invoices and pays particular at	tention for reasonablene	ss of cost for the particu	lar service	- approval is
ē:	indicated by signature of commander.				
е	. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	Are fleet operations bulletins maintained and accessible to the A	.T?		✓ Yes	□No
10.	CONDITION OF THE FLEET	Yes EVALUATED	None.	CORRECTED	8
a.	. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or pro	bblems identified?	Yes	✓ No
	(1) Have any unauthorized modifications been made on vehicle	es?		☐ Yes	☑ No
11.	MOTORCYCLES	Not applicable	ACTION REQUIRED	CORRECTED	21
a.	Is the Area commander involved and kept informed of motorcyc	le deployment, needs, pr	oblems, etc.?	☐ Yes	□No
	(1) Are the program objectives clearly understood by the comm	ander and supervisors?		☐ Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motorcycle	cle operations?	,	☐ Yes	□No
b.	Are motorcycles being deployed in conformance with departmen	ntal policy and Fleet Ope	rations Bulletins?	☐ Yes	□No
	(1) Are motorcycles being used on beats with predominantly high	gh speed problems?		☐ Yes	□No
	(2) Are motorcycles used for special duty officer transportation?	?		☐ Yes	□No
	(3) Are motorcycles parked at the Area office during vacations	and extended days off?		☐ Yes	□No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed tog	jether?		☐ Yes	□No
	(1) What system is in place to verify understanding and complia	ance?			
	(2) Are Bulletins discussed with riders?	***************************************		☐ Yes	□No
d.	What type of active safety program does the Area have?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(Rev. 0-00) OF1 008		
	(1) Is there a Defensive Rider Program?	☐ Yes	□No
	(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3) What is the Area's safety record?		
	(a) How does it compare with Division and statewide rates?		
		7,000	
	(4) Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
	(a) Are mandatory exercises being conducted?	☐ Yes	□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e.	Are emergency radio repairs made at the office or at the radio shop?		
	1) Are the arrangements satisfactory?	☐ Yes	□No
	2) Is the repair person proficient?	☐ Yes	□No
	3) Is service available on weekends?	☐ Yes	□No
	4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	6) Are any repairs being done by riders?	☐ Yes	□No
-	7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g.	s there adequate space to park and/or store motorcycles?	☐ Yes	□No
(	1) Is safety compromised?	☐ Yes	□No
(	2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
(	3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(	4) Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☐ No
(	5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
	(a) Has it been inspected and approved?	☐ Yes	□ No
	(b) Are records of the approval on file?	☐ Yes	□No
	las the motorcycle program supervisor developed a workable procedure for storing and accounting for pproved supplies and equipment replacements?	☐Yes	□No
(	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
(	2) Is there ample supply available?	☐ Yes	□No
(;	3) Are spare tires available?	☐ Yes	□No
(*	l) Is a battery charger available?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
j.	Wh	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3)	Is service up-do-date?	☐ Yes	□No
k.	Are	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184,		
		nthly Motorcycle Inspection List, completed as required?	☐ Yes	□ No
		Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□ No
	_	Are the forms filed for the life of the motorcycle?	Yes	□ No
1.	Utiliz Area	ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Ukiah	Division: Northern	Chapter:
Inspected by: R. C. Madrigal		Date: 3/31/ 2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Corrective Action Plan Included ☐ Division Level x Command Level Appeal Included ☐ Executive Office Level Attachments Included Forward to: Commander's Signature: Date: Follow-up Required: Northern Division ☐ Yes x No Due Date: 10, 2009 Chapter Inspection: Inspector's Comments Regarding Innovative Practices: Command Suggestions for Statewide Improvement:

Inspector's Findings:

The fleet maintenance program is very well run and organized. The Auto Tech is well versed on policies and procedures for maintaining the fleet. She is extremely diligent in her duties and the documentation for parts and supplies are in good order. The Auto Tech is directly responsible to the Area Commander in the organizational roster which allows for excellent communication between the two. The Auto Tech has many years of experience with the department and has maintained good rapport with adjacent area personnel as well as personnel in Fleets Operations Section.

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command: Ukiah	Division: Northern	Chapter: 6
Inspected by:		Date:
R. C. Madrid	ıal	3/31/2009

Page 2

Commander's Response:		
Inspector's Comments:		 
mopeotor's comments.		

Required Action

Corrective Action Plan/Timeline

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command: Division: Chapter: 6
Ukiah Northern 6
Inspected by: Date: 3/31/2009

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Appeal Process: (Appeals shall be filed within five (5) business days of the completed chapter inspection).
Commander's Basis for Appeal:

Appeal Review/Decision: (This shall be the only level of appeal).

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Lead Inspector's Signature:	Date:
n.c.n	4//113/129
Responding Commander's Signature (for appeal):	Date.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Redding	Northern	135
EVALUATED BY		DATE
Sergeant M. Gard	cia. #10268	03/24/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  ☐ Formal Evaluation  ☐ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED ☐ Correction Report  ☐ Yes ☑ No  BY	COMMANDER'S REVIEW		DATE	
1. AREA ADMINISTRATION	EVALUATED X	ACTION REQUIRED	CORRECTE	D
a. Is there a clear line of supervision and accountability for the Area	's fleet management?	Harris	✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□ No
(a) Does he/she monitor invoices?			✓ Yes	□ No
(2) Who is authorized to approve invoices? Invoices are review	ved and approved by the	Lieutenant. The Area	Command	der and Flee
Operations Section are aware of all major repair expenditure	es.			
b. What is the background experience of the Automotive Technician	(AT)? See comments.		2)	
(1) Are sufficient instructions and training provided?			✓ Yes	□No
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□No
(4) Does the AT have good rapport with Area personnel and vend	dors?		✓ Yes	□No
(5) Does the AT ensure vehicles are available at shift change?			✓ Yes	□ No
(6) Does the AT periodically attend staff meetings?			✓ Yes	□No
(7) Does the AT have ideas/suggestions for improving the progra	m?		✓ Yes	□No
c. How much maintenance work is being done by the AT? See comm	nents.			
(1) Is he/she qualified to perform maintenance and minor repairs?	)	-	✓ Yes	□No
(a) If these duties are not being performed, why not? N/A			-11-12-12-13-13	
d. What other duties or responsibilities are placed on the AT? See c	comments.			7776-7
VEHICLE USE	VALUATED A	CTION REQUIRED	CORRECTED	
a. How many "E" Class vehicles are assigned to the Area? 21 Class I				

#### FLEET MANAGEMENT

JHP 45	3F (Rev. 6-06) OF 1 009				
(	Is there an unmarked patrol vehicle assigned for the comm	nander?		√ Yes	□No
(:	2) If the number of vehicles assigned is in excess of the formula	ula, what justification	has been made? N/A		
b. A	are there procedures in place to ensure there are sufficient veh	icles available at the	beginning of each shift?	✓ Yes	□No
(1	Are officers allowed to perform minor corrections in order to	keep the vehicles o	n the road?	✓ Yes	□ No
	(a) Is there a supply of tools and minor equipment available	le?		√ Yes	□No
c, V	What is the justification for any vehicle kept at employees home	s after duty hours?	See comments.		
d. V	Who does the commander allow to ride in vehicles? See comm	ients.			
(1	) Do supervisors use the CHP 428, Release and Waiver of Li	iability?		√ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of time?	)		☑ Yes	□No
SER	/ICE ARRANGEMENTS	EVALUATED	ACTION REQUIRED	CORRECTE	D
a. W	/hat vendors are being used for servicing or repairing vehicles?	4	!		
		<del></del>			
(1)	) Are they authorized dealers?	-1442-1233-1-4-4-12		✓ Yes	□No
(2)	) What process was used in selecting a service vendor? $$	endors were selected	by the quality of their wor	k. promptne	ess in
	completing repairs and service, competitive pricing, as wel	l as the convenience	of location:		
(3)	What are the hourly rates being charged? See comments.				
	(a) Are discounts given on parts?	*****		✓ Yes	□No
(4)	Has the command shopped for the most cost effective vender	ors?		✓ Yes	□No
(5)		lems in order to mair	tain good		
	long-term relationships?			✓ Yes	□ No
	Does the AT adhere to policy in HPM 11.2, Materials Manag			✓ Yes	□No
	vehicle availability has been a problem, has Area experimented	d with weekend main	tenance? N:/A	☐ Yes	□No
(1)	What percentage of the fleet is needed on weekends? 75%				
(2)				☐ Yes	✓ No
(3)	If more than one AT, are their hours/days scheduled most ef	fectively? N/	Α	Yes	□ No
	(a) Is overtime needed for maximum enforcement periods?			Yes	✓ No
с. Аге	e provisions adequate to ensure regular washing of vehicles?			✓ Yes	□No
	How are interiors cleaned? The Area utilizes an off-site ca	r wish service which	cleans both the interior a	nd exterior o	of the patrol
(1)	The Area with the deather.	THE SOLVICE THE			

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **AREA MANAGEMENT EVALUATION**

#### FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical and eco	nomical?		✓ Yes	□ No
(a) Is excessive officer time used to wash vehicles?			☐ Yes	✓ No
(3) Is there more than one car wash facility available?			✓ Yes	□No
(4) Are vehicles being excessively washed or detailed?			☐ Yes	☑ No
(5) Does the Area have a maintenance worker or janitor was	cars?		☐ Yes	✓ No
(6) Is there any other program that can be of assistance in wa	ashing cars?		☐ Yes	☑ No
d. How do officers report defective equipment? ()fficers complete	ete a patrol vehicle repair	order detailing any prob	olem.	
(1) Who is authorized to declare a vehicle unsafe for patrol?	The AT, an officer or a s	supervisor is authorized	to declare	a patrol
vehicle unsafe and place it out of service.				
(a) Who determines when a vehicle is safe after repair or	checking of defects? The	AT determines if a veh	icle is safe	e)
(b) Does he/she sign off the report form and indicate wha	t has been done?		✓ Yes	□No
(c) Is this system effective?			✓ Yes	□No
(d) How long are records kept? The life of the patrol vel	nicle plus three years.			
(e) Is there a system in place to check vehicles for defect			✓ Yes	□No
4. MILEAGE MANAGEMENT	EVALUATED	ACTION REQUIRED	CORRECTE	).
a. Does Area have a system to ensure equitable mileage accumu	lation on all vehicles?		✓ Yes	□No
(1) Are vehicles run out in the same order they are received?			✓ Yes	□No
(2) Is there an appropriate spread of odometer readings so the	at vehicles are run out at r	egular intervals?	✓ Yes	□No
(a) If not, can adjustments be made to accomplish this?	IV I A		Yes	□No
b. How are adjustments to mileage accomplished? If needed, vo	chicles accumulating exce	ssive mileage are restric	ted to be d	friven by just
the assigned driver or the vehicle is taken off line.				
(1) Do field supervisors and officers understand their responsi	oility in vehicle assignmen	ts?	✓ Yes	□No
(2) Does the AT understand what is required?			√ Yes	□No
(3) Does the Area have a "personalized vehicle assignment" p	rogram?		√ Yes	□No
(a) If so, how does it effect mileage averaging? The Arc	a's assigned vehicle progr	am has enhanced, not a	dversoly a	Tected the
mileage averaging. Specially equipped patrol cars, st	ich as the SMPVs, are not	popular amongst the sc	quad, Thei	ir assignment
to officers ensures they are driven daily.				
c. How does the Area project run outs? The Area projects run ou	its based on past mileage	accumulation.		
(1) Is FOS provided 30-45 days advance notice?			✓ Yes	□No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

=	(	2) W	/hat has been the condition of vehicles returned to f	OS?	The AT is aware then	e is a standard vehicle	s need to meet	when
		returned to FOS. This standard is met so the vehicle can be immediately deployed if needed in an emergency situation.						
_	(:	nA (E	re the right equipment options completed?				✓ Yes	□No
5.	AUT	омо	TIVE WORK AREA/EQUIPMENT		EVALUATED X	ACTION REQUIRED	CORRECTE	D
_	a. Is	s there	e adequate space and comfort in the AT office?				✓ Yes	□No
	('	1) Is	the office arranged neatly, and are all bulletins and	manı	uals current?		✓ Yes	☐ No
	(2	2) Do	pes the AT maintain a service and flat rate manual?				✓ Yes	□ No
	b. Is	the s	space for working on vehicles adequate?	14			✓ Yes	□No
	(1	) Is	it clean and organized?				✓ Yes	□ No
	c. D	oes th	ne AT have the supply of tools listed in HPM 31.1, F	-leet 0	Operations Manual, Cha	apter 6?	✓ Yes	□No
	(1	) ls 1	there an inventory?				✓ Yes	□No
		(a)	When was it last checked?				✓ Yes	□No
	(2	) Аге	e the tools located where they can be easily access	ed by	the AT when working o	on vehicles?	✓ Yes	□No
		(a)	Are they clean and properly maintained?				✓ Yes	□No
		(b)	Is there security for the tools when the AT is not p	reser	nt?		✓ Yes	□No
		(c)	Who has access to the tools?				✓ Yes	□No
	d. D	oes th	ne AT have the equipment necessary to perform all	requir	red tasks?		✓ Yes	□No
	(1)	) If n	ot, has it been budgeted for and/or ordered?	N	/ A		☐ Yes	□No
,	e. Is	the e	quipment neat, clean and in good repair?				✓ Yes	□No
	(1)	) Hav	ve replacements been planned and budgeted for?				☐ Yes	✓ No
1	. Аге	e there	e additional tools or items of equipment needed?				☐ Yes	☑ No
	(1)	Соц	uld the AT be more effective if they were available?				Yes	√ No
	(2)	Car	n they and/or have they been requisitioned or reque	ested?	NIA		Yes	□No
6.	TIRES	S, PAF	RTS AND SUPPLIES		EVALUATED X	ACTION REQUIRED	CORRECTED	
a	a. Is	the sp	pace provided for parts and supplies adequate?				✓ Yes	□No
	(1)	If no	ot, can more space be provided?	A			Yes	□No
	(2)	ls th	ne space neatly and logically organized?				✓ Yes	□No
	(3)	Is th	nere adequate security?				✓ Yes	□No
	(4)	Who	o has access to the parts/supplies? The AT, serg	cants	and managers have acc	ess to inventory of ve	hicle parts and	d supplies,
	(5)	Are	batteries stored in a dry location, off the cement flo	or?			✓ Yes	□No
b	. Are	auto	motive parts and supplies inventoried and maintair	ned in	Fleet Focus (FF) as red	quired?	✓ Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

-	c. Are rea	asonable numbers of parts/supplies stocked?			✓ Yes	□No
-	(1) Ar	e there obsolete parts on hand?			☐ Yes	☑ No
	d Does A	Area stock parts/supplies purchased by the Department,	and provide them to the vend	dor for installation?	✓ Yes	□No
	e. Are ad	equate records maintained for tires, and are all tires acco	ounted for?		✓ Yes	□No
		e tire requests properly documented and ordered through siness Services Section?	the Purchasing Services Ur	nit of	✓ Yes	□No
	(2) Are	e proper guidelines in place for record keeping?			✓ Yes	□No
	(a)	Are records reviewed by management?			✓ Yes	□ No
	(3) Are	e tires properly safeguarded from theft or misuse?			✓ Yes	□No
	(a)	How are tires stored? Outside tires are stored on rad	cks and are secured with pad	locks/chains. Inside	tires are le	ocated in a
		designated tire area within the automotive shop. The	automotive shop is locked ea	ach day by the AT.		
	(4) Is a	access to the tires restricted to the AT and his/her assista	int or backup?		✓ Yes	□No
	(5) Do	es Area provide motorcycle vendors with a stock of tires			Yes	✓ No
	(6) Doe	es it appear tires are being replaced prematurely?			Yes	☑ No
	(7) Are	adequate records maintained for used tires?			✓ Yes	□No
	(a)	Is the disposition of used tires within policy?			✓ Yes	□No
f,	How are	old tires/batteries disposed of? The Department's cor	tracted tire haulers are used	to dispose of used ti	res. Old b	atteries are
	returnec	as cores on the purchases of new batteries.				
	(1) Is th	ne Sale of Discarded Tires/Junk Batteries/Used Rotors (	CHP 265) sent to prospective	e bidders? N/A	Yes	□No
	(2) Are	either tires or batteries being traded to offset installation	costs?		✓ Yes	□No
	(3) Are	the provisions of any tire or battery disposal contract be	ng met?		✓ Yes	□No
g	. Are Mate	erial Safety Data Sheets (MSDS) posted as required?			✓ Yes	□No
	(1) Are	all containers (other that the original) containing hazardo	ous materials properly marke	d?	✓ Yes	□No
h.	Has the	quarterly count of parts, tires, accessories and supplies	peen conducted?		✓ Yes	□No
	(1) Who	conducted the count? Sergeant M. Garcia, #10268. co	anducted the quarterly parts/s	supplies audit on Ma	irch 16, 20	009.
						- 3-11-11-1-11
7. FI	JEL DISPE	ENSING FACILITY	EVALUATED ACTI	ON REQUIRED	CORRECTED	
a.		, is all fuel used by departmental personnel dispensed the discontract of location?	l		☑ Yes	□No
	(1) Wha	t procedures have been established for purchasing fuel	from service stations in emer	rgencies? Each pat	rol vehielu	is equipped
	with	a State of California Official State Fleet Card for tuel p	urchases.			
	(a)	Is self-service or full-service used? Self-service				

#### STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b. Is the fuel island clean and neat?	✓ Yes	□No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
(5) Is there a clean oil storage rack?	☐ Yes	☑ No
(6) Is the lighting adequate?	✓ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d. Who fuels the vehicles? The employees driving the vehicles normally refuel at the end of their shifts.		
(1) Are fluids and tires checked during fueling?	✓ Yes	□No
<ul> <li>e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?</li> </ul>	√ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank? The AT and Licutenant.		
(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles? See comments.		
(1) Are records maintained as required?	✓ Yes	□No
<ul><li>(1) Are records maintained as required?</li><li>(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A</li></ul>	✓ Yes	□No
	✓ Yes	□ No
	✓ Yes	□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A  g. Does the physical inventory reasonably balance with the metered inventory each month?		
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A  g. Does the physical inventory reasonably balance with the metered inventory each month?		
<ul> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A</li> <li>g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? February 2009</li> </ul>	☑ Yes	□No
<ul> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A</li> <li>g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? February 2009</li> <li>h. Is there a contract for fuel?</li> </ul>	☑ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A  g. Does the physical inventory reasonably balance with the metered inventory each month?  (1) When was the pump meter last checked for accuracy? February 2009  h. Is there a contract for fuel?  (1) How often is the fuel supply replenished? Approximately every three weeks.	☑ Yes	□No
<ul> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A</li> <li>g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? February 2009</li> <li>h. Is there a contract for fuel?</li> <li>(1) How often is the fuel supply replenished? Approximately every three weeks.</li> <li>(2) At what level is it refilled? See comments.</li> </ul>	☑ Yes	□No
<ul> <li>(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A</li> <li>g. Does the physical inventory reasonably balance with the metered inventory each month?</li> <li>(1) When was the pump meter last checked for accuracy? February 2009</li> <li>h. Is there a contract for fuel?</li> <li>(1) How often is the fuel supply replenished? Approximately every three weeks.</li> <li>(2) At what level is it refilled? See comments.</li> <li>i. How does the Area secure the fuel pumps when they are not in use? With the use of a Card Lock system.</li> </ul>	☑ Yes	□ No

#### FLEET MANAGEMENT

8. SAFETY	EVALUATED X	ACTION REQUIRED	CORRECTE	ED .
Does the Area conduct an inspection of the facility twice each		azards?	✓ Yes	□No
(1) Are the AT's work areas inspected?	- · · · · · · · · · · · · · · · · · · ·		✓ Yes	□ No
b. Are there possible unsafe conditions within the AT's work are	eas?		☐ Yes	☑ No
(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
(2) Are electrical cords or hoses posing a hazard?			☐ Yes	✓ No
(3) Are fire extinguishers charged, inspected and of the proj	per type?		✓ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐ Yes	✓ No
(5) Are there loose items on the floor?			☐ Yes	√ No
(6) Is the bench grinder firmly affixed, and are there safety g	lasses available?		✓ Yes	□ No
(a) Are they worn by the AT?			✓ Yes	□ No
(7) Is the battery charger in a safe place?			✓ Yes	□No
(8) Are masks available for AT's to wear when servicing brai	kes?		✓ Yes	□No
(a) If yes, are they worn?			✓ Yes	□No
(9) Are jack stands properly utilized?			✓ Yes	□No
c. What is the Area occupational safety record as it relates to fle	eet management? Exce	llent. The Area's fleet n	naintenance p	orogram has
not experienced a reportable injury for, at minimum, the last	six years.			
(1) Have any injuries been prevented with an improved safet	y awareness program?		✓ Yes	□No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED	<b>5</b> .
a. Are fleet records logically filed?			✓ Yes	□ No
(1) Are they conveniently located and available to the AT and	d supervisor?			□No
(2) Do files contain all required documents?	11		✓ Yes	□No
(a) If documents are not in files, where are they located?	? N/A			
b. Do the Fleet Focus (FF) documents comply with the instructio	ns in HPM 31.1, Fleet O	perations Manual?	✓ Yes	□No
(1) Are documents legible and complete?			✓ Yes	☐ No
(2) Who reviews the FF reports? Area Managers.				
(3) How is the information used in Area's fleet administration?	? The Heet Focus repor	rts are utilized to ensure	that the Area	's vehicle
maintenance program is being operated efficiently and in	compliance with Depar	tment policy.		
c. Is the CHP 424 current?			✓ Yes	□No
(1) Does the CHP 424 reveal any unusual repair patterns or o	duplicate services?		☐ Yes	☑ No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

-		(Nev. 0-00) OF 1009				
	(2)	Have required services been done at the proper mileage?			✓ Yes	□No
C	d. Is	the Area using the most effective and economical method of	repairing/maintaining th	e fleet?	✓ Yes	□No
	(1)	Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2)	Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
	(3)	Is work being done by vendors that should be done by the	AT?		Yes	☑ No
	(4)	Are there any warranty problems?			☐ Yes	☑ No
		(a) If so, are they being resolved?			Yes	□No
	(5)	Is the credit card being used in lieu of an invoice?			☐ Yes	✓ No
	(6)	Does the commander or his/her designee review and/or ap	prove invoices?		✓ Yes	□No
		(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice	7 See comments.		
e.	Do	invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1)	If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
fa	f. Are fleet operations bulletins maintained and accessible to the AT?		✓ Yes	□ No		
0.	CONE	DITION OF THE FLEET	EVALUATED X	ACTION REQUIRED	CORRECTED	
a.	Usir	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or pr	oblems identified?	Yes	☑ No
	(1)				☐ Yes	✓No
1. 1		Have any unauthorized modifications been made on vehicle	s?			
	мотс	Have any unauthorized modifications been made on vehicle  DRCYCLES	s?	ACTION REQUIRED	CORRECTED	
а.			EVALUATED X	pve di reconstruit sa sonori		□No
а.	Is th	DRCYCLES	X e deployment, needs, p	pve di reconstruit sa sonori	CORRECTED	
a.	Is th	DRCYCLES  e Area commander involved and kept informed of motorcycle	EVALUATED  X e deployment, needs, p ander and supervisors?	pve di reconstruit sa sonori	CORRECTED  Yes	□No
	(1) A	DRCYCLES  e Area commander involved and kept informed of motorcycle  Are the program objectives clearly understood by the comma	e deployment, needs, pender and supervisors? e operations?	roblems, etc.?	✓ Yes ✓ Yes ✓ Yes	□ No
	(1) A (2)	PRCYCLES  e Area commander involved and kept informed of motorcycle  Are the program objectives clearly understood by the comma  Does the Area have an up-to-date SOP relating to motorcyc	e deployment, needs, pointer and supervisors? e operations? tal policy and Fleet Operations	roblems, etc.?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
	(1) A (2) Are r (1) A	PRCYCLES  e Area commander involved and kept informed of motorcycle  Are the program objectives clearly understood by the comma  Does the Area have an up-to-date SOP relating to motorcyc  motorcycles being deployed in conformance with departmen	e deployment, needs, pointer and supervisors? e operations? tal policy and Fleet Operations	roblems, etc.?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No
	(1) A (2) Are r (1) A (2) A	PRCYCLES  e Area commander involved and kept informed of motorcycle  Are the program objectives clearly understood by the comma  Does the Area have an up-to-date SOP relating to motorcyc  motorcycles being deployed in conformance with departmen  Are motorcycles being used on beats with predominantly hig	e deployment, needs, pointer and supervisors? e operations? tal policy and Fleet Operations?	roblems, etc.?	✓ Yes	No
b.	(1) A (2) Are r (1) A (2) A (3) A	e Area commander involved and kept informed of motorcycle. Are the program objectives clearly understood by the commander the Area have an up-to-date SOP relating to motorcycles being deployed in conformance with department Are motorcycles being used on beats with predominantly higher motorcycles used for special duty officer transportation?	e deployment, needs, pointer and supervisors? e operations? tal policy and Fleet Operations? h speed problems?	roblems, etc.?	✓ Yes	No No No No No No No
b.	(1) A (2) Are r (1) A (2) A (3) A Are F	e Area commander involved and kept informed of motorcycle. Are the program objectives clearly understood by the commander the Area have an up-to-date SOP relating to motorcycles being deployed in conformance with department Are motorcycles being used on beats with predominantly higher motorcycles used for special duty officer transportation?  Are motorcycles parked at the Area office during vacations are	e deployment, needs, ponder and supervisors? e operations? tal policy and Fleet Open his speed problems? and extended days off?	roblems, etc.?	✓ Yes	No
b.	(1) A (2) Are r (1) A (3) A Are F (1) V	e Area commander involved and kept informed of motorcycle. Are the program objectives clearly understood by the comma Does the Area have an up-to-date SOP relating to motorcycle motorcycles being deployed in conformance with department Are motorcycles being used on beats with predominantly higher motorcycles used for special duty officer transportation? Are motorcycles parked at the Area office during vacations are releet Operations Bulletins pertaining to motorcycles filed together.	e deployment, needs, ponder and supervisors? e operations? tal policy and Fleet Openh speed problems?  Indextended days off?  ether?  Ince? The motorcycle	roblems, etc.? rations Bulletins? supervisor. Sergeant Bre	✓ Yes	No
b.	(1) A (2) Are r (1) A (3) A Are F (1) V	e Area commander involved and kept informed of motorcycle. Are the program objectives clearly understood by the comma Does the Area have an up-to-date SOP relating to motorcycle motorcycles being deployed in conformance with department Are motorcycles being used on beats with predominantly higher motorcycles used for special duty officer transportation? Are motorcycles parked at the Area office during vacations are motorcycles as Bulletins pertaining to motorcycles filed togethat system is in place to verify understanding and compliant.	e deployment, needs, ponder and supervisors? e operations? tal policy and Fleet Openh speed problems?  Indextended days off?  ether?  Ince? The motorcycle	roblems, etc.? rations Bulletins? supervisor. Sergeant Bre	✓ Yes	No

STATE OF GALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

	(1)	Is there a Defensive Rider Program?	✓ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	☐ No
	(3)	What is the Area's safety record? There have been no reportable-preventable motorcycle collisions since	the incept	ion of the
-		program. June 2003.		
		(a) How does it compare with Division and statewide rates? Outstanding.		
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
S1		(a) Are mandatory exercises being conducted?	✓ Yes	□No
*******		(b) Are ride-alongs being conducted on a regular basis and properly documented?	√ Yes	□No
6	e. Are	emergency radio repairs made at the office or at the radio shop? See comments.		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
-	(3)	Is service available on weekends?	✓ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	√ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	Yes	✓ No
	(6)	Are any repairs being done by riders?	☐ Yes	✓ No
	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	✓ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g	. Is th	ere adequate space to park and/or store motorcycles?	✓ Yes	□No
	(1)	s safety compromised?	☐ Yes	✓ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	☑ No
	(5) \	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
	(	a) Has it been inspected and approved?	✓ Yes	□No
	(	b) Are records of the approval on file?	✓ Yes	☐ No
h.		he motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	√ Yes	□No
	(1) [	Oo equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2) l:	s there ample supply available?	✓ Yes	□No
	(3) A	re spare tires available?	☐ Yes	✓ No
_	(4) Is	a battery charger available?	✓ Yes	□No

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STATE OF CALIFORNIA

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

).	(5) Is there security and an accurate inventory kept?	✓ Yes	□ No
) ST - 100	i. What arrangements have been made for servicing and repairing motorcycles? See comments.		
		- 6 3	
	(1) Is it satisfactory and cost effective?	✓ Yes	□No
	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? The motorcycle officers and motorcycle supervisor verify the work charged have	as been ec	impleted.
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	✓ No
	(a) Is a supervisor's permission required?	☐ Yes	☑ No
	(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs? Motorcycles are transported by trailed	er by the d	caler to and
	from the Area. A CHP motorcycle trailer is also available to transport motors as needed.		
	(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
	(a) How often is it used? Approximately four times per year.		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are vehicle files logically kept and up-to-date?	✓ Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	☑ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
	(3) Is service up-do-date?	✓ Yes	□No
k	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
1.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

SECTIONS	COMMENTS		
Area Administration - 1.b.	The Redding Area's Automotive Technician (AT) II is Wayne Ross, #Al	13601. He	has 25 years
	experience as an automotive mechanic working in two Ford dealerships.	He started	his State
	service as an Automotive Technician II in the Trinity River Area, Appro	ximately a	year and a hal
	later he transferred to the Redding Area where he has been the AT for the	e past two	years.
Area Administration - 1.c.	AT Ross has a reputation as being a 'hands on' mechanic. He takes pride	e in perforn	ning the full
	spectrum of vehicle maintenance duties. He changes oil and filters, servi-	ces automa	tic
	transmissions, replaces brakes pads and rotors, replaces/packs wheel bear	ings, repla	ees belts and
	hoses as needed, and balances and mounts tires. He is also responsible fo	or completi	ng minor
	radio repairs, servicing overhead light bars, and exchanging malfunctioning	ng radar eq	uipment. AT
	Ross also finds the time to perform repairs to the Area's radar trailer.		
Area Administration - 1.d.	AT Ross is responsible for all Fleet Focus data entry. He requisitions par	ts and supp	olies as needed.
	and obtains bids to repair damaged patrol cars. He has been instrumental	in keeping	the Area's fue
	station operational, and performs repairs to the facility, as needed. AT Ro	oss serves a	is a member of
	the Area's Occupational Safety Committee.		S-1-2-1
/ehícle Use - 2.c.	Only employees who are required to be available for immediate call out a	re allowed	to have patrol
	vehicles stored at home. A majority of these employees are assigned to the	ne Burney I	Resident Post,
	Each employee has Division approval and a STD, 377. Vehicle Home Sto	rage Reque	est/Permit form
	on file. The vehicles are parked off street and in safe locations.	T	
	The following Redding Area personnel have been approved to store Depar	rtment own	ted vehicles at
	their residences:	131	1/2 310 8 1
A.D	Captain J. Godnick, Commander		
	Sergeant R. Nethery, Burney Resident Post Supervisor		
	Officer T. Gordon, Burney Resident Post Officer		
	Officer J. Mostouff, Burney Resident Post Officer		
	Officer S. Wagner, Burney Resident Post Officer		
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SUBJECT: Area Management Evalu	
SECTIONS	COMMENTS
	Officer P. Roach, Burney Resident Post Officer
	Officer S, Crady, Burney Resident Post Officer
	Officer J. McCarville, Motor Officer
	Officer J. 7 emperst, Motor Officer
	Officer R. Carrell, Narcotics Task Force
	The Std. 377 for each employee is current (expire June 30, 2009).
Vehicle Use - 2.d.	Ride-alongs by private citizens are restricted to those individuals who have a specific need to
	observe departmental operations.
Service Arrangements - 3.a.	The Area utilizes the Ford Crown Motors dealership to service/repair vehicles. Patrol vehicles
	assigned to the Burney Resident Post are serviced by the Hiway Garage, an authorized Chevrolet
	dealership
Service Arrangements - 3.a.(3).	Crown Motors charge \$91.00 per hour. Hiway Garage charges \$40.00 per hour.
Service Arrangements - 3.a.(3).(a).	A 10% discount is given on parts.
Service Arrangements - 3.c.(5).	The Area had its full time maintenance worker position eliminated in 2003. It now receives the
	services of a shared maintenance worker one day a week. The Area's custodian is only a half-tim
	position. With the size and age of the facility, neither have the time to wash patrol cars in addition
	to their regular duties.
Service Arrangements - 3.d.(1).(e).	The Area has an SOP that requires the inspection of patrol cars which have been involved in vehi-
	pursuits where high speeds or other pursuit stresses may have jeopardized the safety of the patrol
	vehicle. The officer will forward a patrol vehicle repair order to the AT.
auto. Work Area/Equip - 5.c.(1).(a).	The Area completed its last annual tool inventory on March 12, 2009.

Auto, Work Area/Equip 5.e.(2).(e).  Tires. Parts and Supplies - 6.a.(5).  I-uel Dispensing Facility - 7.f.  Fuel Dispensing Facility - 7.h.(2).	Access to the tools are restricted to the AT, supervisors, and managers.  The Area does not normally store batteries.  Fuel and oil usage is logged in the patrol vehicle's form CHP 33 book and on a log located at the fuel island. Fuel usage of 135 assigned vehicles is also logged by a card lock system. Visitors utilizing the fueling facility must manually log the fuel they draw from the Area's supply.  The Area replenishes its fuel supply once the tank reaches a level between 5,000 to 6,000 gallons.  With an average monthly consumption rate of approximately 5,000 gallons of gasoline, this reserve
I uel Dispensing Facility - 7.f.	Fuel and oil usage is logged in the patrol vehicle's form CHP 33 book and on a log located at the fuel island. Fuel usage of 135 assigned vehicles is also logged by a card lock system. Visitors utilizing the fueling facility must manually log the fuel they draw from the Area's supply.  The Area replenishes its fuel supply once the tank reaches a level between 5.000 to 6.000 gallons.  With an average monthly consumption rate of approximately 5,000 gallons of gasoline, this reserve
	fuel island. Fuel usage of 135 assigned vehicles is also logged by a card lock system. Visitors utilizing the fueling facility must manually log the fuel they draw from the Area's supply.  The Area replenishes its fuel supply once the tank reaches a level between 5.000 to 6.000 gallons.  With an average monthly consumption rate of approximately 5,000 gallons of gasoline, this reserve
Fuel Dispensing Facility - 7.h.(2).	utilizing the fueling facility must manually log the fuel they draw from the Area's supply.  The Area replenishes its fuel supply once the tank reaches a level between 5.000 to 6.000 gallons.  With an average monthly consumption rate of approximately 5,000 gallons of gasoline, this reserve
Fuel Dispensing Facility - 7.h.(2).	The Area replenishes its fuel supply once the tank reaches a level between 5.000 to 6.000 gallons.  With an average monthly consumption rate of approximately 5,000 gallons of gasoline, this reserve
Fuel Dispensing Facility - 7.h.(2).	With an average monthly consumption rate of approximately 5,000 gallons of gasoline, this reserve
	we net appear that you will have an adoquate cure to a fabrilling ages of delivery digmention from any
	amount ensures that we will have an adequate supply of fuel in case of delivery disruption from our
	supply source.
Veh. Records and Maint 9.d.(6).(a).	The Lieutenant reviews/approves invoices. The Area adheres to the threshold amount established by
	HPM 31.1; \$.10 per mile per remaining mile prior to survey. Each invoice is stamped approved for
	payment and is signed by the AT and the Lieutenant.
Motorcycles - 11.b.(3).	The Redding Area has two full time motorcycle riders and one alternate motor rider. The Area is
	assigned two BMW motorcycles. The alternate motor rider is assigned the free motorcycle during
	vacations and extended days off.
vlotorcycles - 11.d.(4).(b)	Currently the Redding Area does not have a riding sergeant. Officer ride-alongs are certified
	through the CMTO.
Antorcycles - 11.e.	The Department of General Services (DGS) is contracted to repair all communication devices. DGS
	is located in the City of Redding. Some minor repairs have been done by the AT.
fotorcycles - 11.h <sub>s</sub> (3) <sub>s</sub>	The Area does not maintain an inventory of motorcycle spare tires. Tire repairs are completed by
	the BMW service dealer. Per the motorcycle supervisor, Sergeant Brent Giordano, there is not a
	need to maintain a supply of spare motorcycle tires at the Area.

SUBJECT: Area Management	JECT: Area Management Evaluation, Fleet Management, Chapter 6	
SECTIONS	COMMENTS	
Motorcycles - 11.i.	The Area utilizes the nearest authorized BMW dealer wh	nieh is located in Chico. Ozzie BMW
-	responds to the Redding Area to pick up and deliver mot	orcycles in need of repair or service. This
	service is done free of charge to the Department.	
Motoreycles - 11.j.	The AT maintains the service and repair files related to the	ne motorcycles. This system appears to be
	working satisfactorily.	
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9		
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STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

		1 (	
AREA	DIVISION	NUMBER	
ALTURAS/170	NORTHERN	170-01-09	
EVALUATED BY		DATE	
SERGEANT M. N.	ARDONI	04/08/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE	1		
FOLLOW-UP REQUIRED Correction R	eport COMMANDER'S R	VIEW /	DATE	-/
☐ Yes ☑ No	2	11/	4/9	12009
1. AREA ADMINISTRATION	EVALUATED 4/8/2009	ACTION REQUIRED	CORRECTED	
a. Is there a clear line of supervision and account	ability for the Area's fleet manag	ement?	✓ Yes	□No
(1) Is the Area commander involved and infor	med?		✓ Yes	□No
(a) Does he/she monitor invoices?			✓ Yes	□No
(2) Who is authorized to approve invoices?	THE AREA COMMANDER A	ND SUPERVISORS,		
b. What is the background experience of the Auto	motive Technician (AT)? 21 Y	EARS OF STATE SERVIC	E AND 10 YEA	RS PRIOR
SERVICE AS AN AUTOMOTIVE MECHAN	VIC.			
(1) Are sufficient instructions and training prov	ided?		✓ Yes	□No
(2) Is he/she a qualified mechanic at journey p	person level?		✓ Yes	□No
(3) Does he/she attend training on new model	vehicles?			□No
(4) Does the AT have good rapport with Area	personnel and vendors?		✓ Yes	☐ No
(5) Does the AT ensure vehicles are available	at shift change?		✓ Yes	□No
(6) Does the AT periodically attend staff meeti	ngs?		✓ Yes	□No
(7) Does the AT have ideas/suggestions for in	nproving the program?		✓ Yes	□No
c. How much maintenance work is being done by	the AT? [00%			
(1) Is he/she qualified to perform maintenance	and minor repairs?		✓ Yes	□No
(a) If these duties are not being performed	d, why not?			
				**************************************
d. What other duties or responsibilities are placed	on the AT? THE AUTO TEC	HNICIAN ALSO ASSISTS	THE SPECIÂL	DUTY
OFFICER WITH FACILITY MAINTENANC	E.			
2. VEHICLE USE	4/8/2009	ACTION REQUIRED NO	CORRECTED	
a. How many "E" Class vehicles are assigned to t		Arossy	L	

#### FLEET MANAGEMENT

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	(1	) Is there an unmarked patrol vehicle assigned for the comma	ander?		✓ Yes	□No
	(2	) If the number of vehicles assigned is in excess of the formul	la, what justification has	been made? N/A		
b.	. Ar	re there procedures in place to ensure there are sufficient vehic	cles available at the beg	ginning of each shift?	✓ Yes	□No
	(1)	) Are officers allowed to perform minor corrections in order to	keep the vehicles on th	e road?	✓ Yes	□No
		(a) Is there a supply of tools and minor equipment available	e?		√ Yes	☐ No
¢.	W	hat is the justification for any vehicle kept at employees homes	after duty hours? OF	FICERS ARE REQUIF	RED TO US	E PATROL
	٧	EHICLES FOR ON-CALL STATUS YEAR ROUND.				
d.	W	ho does the commander allow to ride in vehicles? EMPLOYE	EES, RIDE-ALONGS,	AND CIVILIANS		
	(1)	) Do supervisors use the CHP 428, Release and Waiver of Lia	ability?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time?			✓ Yes	□No
3. S	ERV	ICE ARRANGEMENTS	4/8/2009	NO REQUIRED	CORRECTE	)
a.	W	hat vendors are being used for servicing or repairing vehicles?	DAN COLLINS FOI	RD IN LAKEVIEW, O	REGON, S	USANVILLE
	M	IOTORS, AND ALTURAS TIRE AND MUFFLER.				
	(1)	Are they authorized dealers?			√ Yes	□No
	(2)	What process was used in selecting a service vendor? DA	N COLLINS FORD IS	THE CLOSEST TO T	HE ALTUI	RAS AREA.
		ALTURAS TIRE AND MUFFLER IS THE MOST EFFICE	IENT REPAIR LOCA	TION WITH THE BES	T EQUIPM	ENT.
	(3)	What are the hourly rates being charged? \$60.00 AN HOUI	R BY ALL VENDORS	je.		
		(a) Are discounts given on parts?			☐ Yes	✓ No
	(4)	Has the command shopped for the most cost effective vendo	ors?		✓Yes	□No
	(5)	Does the Area constantly change vendors, or work out proble long-term relationships?	ems in order to maintai	n good	✓ Yes	□No
	(6)	Does the AT adhere to policy in HPM 11.2, Materials Manage	ement Manual, when m	aking purchases?	✓ Yes	□No
b.	lf v	vehicle availability has been a problem, has Area experimented	d with weekend mainter	nance?	☐ Yes	☑ No
	(1)	What percentage of the fleet is needed on weekends? 100%	ó			
	(2)	Are there shortages of vehicles on Mondays?			☐ Yes	☑ No
	(3)	If more than one AT, are their hours/days scheduled most ef	fectively?		☐ Yes	□No
		(a) Is overtime needed for maximum enforcement periods?			✓ Yes	□No
C.	Are	e provisions adequate to ensure regular washing of vehicles?			✓ Yes	□No
	(1)	How are interiors cleaned? THE VEHICLE INTERIORS A	ARE CLEANED BY T	HE AUTO TECHNICI	AN WHEN	THE
		VEHICLES ARE SERVICED AND WHEN NEEDED.				

#### FLEET MANAGEMENT

_			(1.01.0.00)				
		(2)	Is the Area's vehicle washing procedure practical and econo	mical?		✓ Yes	□No
			(a) Is excessive officer time used to wash vehicles?			Yes	☑ No
		(3)	Is there more than one car wash facility available?			☐ Yes	☑ No
		(4)	Are vehicles being excessively washed or detailed?			Yes	☑ No
		(5)	Does the Area have a maintenance worker or janitor wash ca	ars?		☐ Yes	☑ No
		(6)	Is there any other program that can be of assistance in wash	ing cars?		Yes	☑ No
	d.	Но	w do officers report defective equipment? THERE IS A DEI	FECTIVE VEHICLE RE	EPORT FORM LOCAT	ED NEXT	TO THE
	2772	VE	EHICLE ASSIGNMENT KEY BOARD.				
		(1)	Who is authorized to declare a vehicle unsafe for patrol?	LL OFFICERS, AUTO	TECHNICIAN, SUPER	RVISORS.	, AND THE
			AREA COMMANDER.				
			(a) Who determines when a vehicle is safe after repair or ch	ecking of defects? AUT	O TECHNICIAN		
			(b) Does he/she sign off the report form and indicate what h	as been done?		✓ Yes	□No
			(c) Is this system effective?			✓ Yes	□No
			(d) How long are records kept? I YEAR				
			(e) Is there a system in place to check vehicles for defects a	after high speed pursuits	?	✓ Yes	□No
4.	MII	LEA	GE MANAGEMENT	EVALUATED 4/8/2009	ACTION REQUIRED NO	CORRECTED	Ų.
n.	a.	Doe	es Area have a system to ensure equitable mileage accumulat	ion on all vehicles?		✓ Yes	□No
		(1)	Are vehicles run out in the same order they are received?			✓ Yes	□No
		(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	✓ Yes	□No
			(a) If not, can adjustments be made to accomplish this?			Yes	□No
	b.	Hov	w are adjustments to mileage accomplished? OFFICERS AF	RE ASSIGNED TO DRI	VE LOW MILEAGE V	'EHICLES	3.
		SU	PERVISORS DRIVE HIGH MILEAGE VEHICLES TO SLO	DW THE ACCUMULA	TION OF MILES.		
		(1)	Do field supervisors and officers understand their responsibili	ty in vehicle assignment	s?	✓ Yes	□No
		(2)	Does the AT understand what is required?			✓ Yes	□No
		(3)	Does the Area have a "personalized vehicle assignment" pro-	gram?		✓ Yes	□No
			(a) If so, how does it effect mileage averaging? THE VEH	ICLE ASSIGNMENT I	PROGRAM KEEPS VE	HICLES I	ORIVEN
			TWO SHIFTS A DAY AND KEEPS MILEAGE CON	SISTENT.			
				_			
	c.	How	v does the Area project run outs? FLEET MANAGEMENT	TRACKS THE MILEA	GE AS WELL AS THE	EAUTO	
		TEC	CHNICIAN.				
		(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

#### FLEET MANAGEMENT

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	(2)	) What has been the condition of vehicles returned to FOS?	VEHICLES ARE RET	URNED TO FOS IN EX	KCELLENT	Γ
		CONDITION.				
	(3)	Are the right equipment options completed?			✓ Yes	□No
5. A	UTC	DMOTIVE WORK AREA/EQUIPMENT	4/8/2009	ACTION REQUIRED NO	CORRECTED	)
а	. Is	there adequate space and comfort in the AT office?			✓ Yes	□No
	(1)	Is the office arranged neatly, and are all bulletins and manu	als current?		✓ Yes	□No
	(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b	. Is	the space for working on vehicles adequate?			✓ Yes	□No
	(1)	Is it clean and organized?			✓ Yes	□No
C.	Do	pes the AT have the supply of tools listed in HPM 31.1, Fleet C	Operations Manual, Char	oter 6?	✓ Yes	□No
	(1)	Is there an inventory?			✓ Yes	□No
		(a) When was it last checked?			✓ Yes	□No
	(2)	Are the tools located where they can be easily accessed by	the AT when working or	n vehicles?	✓ Yes	□No
		(a) Are they clean and properly maintained?	3 3181		✓ Yes	□ No
		(b) Is there security for the tools when the AT is not preser	nt?		✓ Yes	□No
		(c) Who has access to the tools?			✓ Yes	□No
d.	Do	es the AT have the equipment necessary to perform all requi	red tasks?		✓ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?			Yes	□No
e.	ls t	the equipment neat, clean and in good repair?			✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?			□Yes	✓ No
f.	Аге	there additional tools or items of equipment needed?			✓ Yes	□No
	(1)	Could the AT be more effective if they were available?			✓ Yes	□No
	(2)	Can they and/or have they been requisitioned or requested?	?		Yes	✓ No
6. TI	RES	, PARTS AND SUPPLIES	4/8/2009	YES	CORRECTED	)
a.	ls t	he space provided for parts and supplies adequate?	1		✓ Yes	□No
	(1)	If not, can more space be provided?			Yes	. No
	(2)	Is the space neatly and logically organized?		300 1111	✓ Yes	□No
	(3)	Is there adequate security?	1.41)		✓ Yes	□No
	(4)	Who has access to the parts/supplies? A LIMITED SUPI	PLY OF TIRES ARE M	OUNTED AND READ	Y FOR US	EBY
		OFFICERS. ENGINE OIL. TRANSMISSION FLUID, AN	ND WINDSHIELD WA	SHER FLUID IS ALW	AYS AVA	ILABLE
	(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as rec	uired?	√ Yes	□No
					,	

#### FLEET MANAGEMENT

	. Ar	e reasonable numbers of parts/supplies stocked?	<del></del>	✓ Yes	□No
	(1)	Are there obsolete parts on hand?		✓ Yes	□No
C	l. Do	es Area stock parts/supplies purchased by the Department, and provide th	em to the vendor for installa	ition? 📝 Yes	□No
E	. Ar	Are adequate records maintained for tires, and are all tires accounted for?			□No
	(1)	Are tire requests properly documented and ordered through the Purchasi Business Services Section?	ng Services Unit of		□No
	(2)	Are proper guidelines in place for record keeping?		✓ Yes	□No
		(a) Are records reviewed by management?		✓ Yes	□No
	(3)	Are tires properly safeguarded from theft or misuse?			□No
		(a) How are tires stored? ON TIRE RACKS WHICH ARE SECURI	ED BY CABLES AND LO	CKED.	
	(4)	Is access to the tires restricted to the AT and his/her assistant or backup?	)	✓ Yes	□No
	(5)	Does Area provide motorcycle vendors with a stock of tires?		☐Yes	✓ No
	(6)	Does it appear tires are being replaced prematurely?		☐Yes	V No
	(7)	Are adequate records maintained for used tires?		✓ Yes	□No
		(a) Is the disposition of used tires within policy?		✓ Yes	□No
f.	Hov	v are old tires/batteries disposed of? USED TIRES ARE DISPOSED O	F THROUGH CONTRAC	r vendors, ol	.D
	BA	ATTERIES ARE RETURNED FOR CORE.			
	(1)	Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) ser	t to prospective bidders?	☐Yes	✓ No
	(2)	Are either tires or batteries being traded to offset installation costs?		Yes	□No
	(3)	Are the provisions of any tire or battery disposal contract being met?			□No
g	Are	Material Safety Data Sheets (MSDS) posted as required?		✓ Yes	□No
	(1)	Are all containers (other that the original) containing hazardous materials	properly marked?	✓ Yes	□No
h.	Has	s the quarterly count of parts, tires, accessories and supplies been conduc	ed?	✓ Yes	□No
	(1)	Who conducted the count? SERGEANT M. NARDONI AND AUTO T	ECHNICIAN KEN SKAU	FEL.	
7. F	UEL I	DISPENSING FACILITY EVALUATED 4/8/2009	NO ACTION REQUIRED	CORRECTED	)
а.	a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?				
	(1)	What procedures have been established for purchasing fuel from service	stations in emergencies?	ALL VEHICLES	ARE
	EQUIPPED WITH CREDIT CARDS AND PACIFIC PRIDE CARDLOCK CARDS.				
		(a) Is self-service or full-service used? SELF-SERVICE	-		

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

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	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b.	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	□Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
Ç.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? OFFICERS, SUPERVISORS, AUTO TECHNICIAN, AREA COMMANDER		
	(1) Are fluids and tires checked during fueling?	✓Yes	□No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? AUTO TECHNICIAN KEN SKA	UFEL.	
	8		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? A DETAILED GASOLINE LOG AND	VEEDER RO	TOC
	REPORT.		
	(1) Are records maintained as required?	✓Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? VEEDER ROOT LOGS ARE COL	MPARED T	O CHP 33'S
	AND THE GASOLINE LOG ON A MONTHLY BASIS. AREA AVERAGES 2-10 GALLONS VARIA	ANCE PER I	MONTH.
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? MARCH 2009		
h.	Is there a contract for fuel?	✓Yes	□No
	(1) How often is the fuel supply replenished? APPROXIMATELY EVERY TWO MONTHS.		
	(2) At what level is it refilled? WHEN THE FUEL LEVEL FALLS BELOW 1.000 GALLONS.	•//	
i.	How does the Area secure the fuel pumps when they are not in use? OFFICE KEYED PADLOCKS, GATED	PERIMETI	ER FENCE
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	√ Yes	□No

#### FLEET MANAGEMENT

8. 5	AFE	TY	4/8/2009	ACTION REQUIRED NO	CORRECTED	)
а	a. Does the Area conduct an inspection of the facility t		ear to detect safety h	azards?	✓Yes	□No
	(1)	Are the AT's work areas inspected?			✓ Yes	□No
b	. Ar	e there possible unsafe conditions within the AT's work areas	?		☐ Yes	✓ No
	(1)	Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2)	Are electrical cords or hoses posing a hazard?			Yes	☑ No
	(3)	Are fire extinguishers charged, inspected and of the proper	type?		✓ Yes	□No
	(4)	Are any batteries leaking or stored improperly?			☐Yes	☑ No
	(5)	Are there loose items on the floor?			☐Yes	✓ No
	(6)	Is the bench grinder firmly affixed, and are there safety glas	ses available?		✓ Yes	□No
		(a) Are they worn by the AT?			✓ Yes	□ No
	(7)	Is the battery charger in a safe place?			✓ Yes	□No
	(8)	Are masks available for AT's to wear when servicing brakes	?		✓ Yes	□No
		(a) If yes, are they worn?		*	✓ Yes	□No
	(9)	Are jack stands properly utilized?			✓Yes	□No
C.	VVI	nat is the Area occupational safety record as it relates to fleet	management? AR	EA HAS AN EXCELLE	ENT RECORD	WITH NO
	ΙN	JURIES REPORTED.				
	(1)	Have any injuries been prevented with an improved safety a		Fire and the second sec	✓ Yes	□No
9. V	'EHI	CLE RECORDS AND MAINTENANCE	4/8/2009	NO REQUIRED	CORRECTED	)
a.	Are	e fleet records logically filed?			✓ Yes	□No
	(1)	Are they conveniently located and available to the AT and si	upervisor?		✓ Yes	□No
	(2)	Do files contain all required documents?			✓ Yes	□ No
		(a) If documents are not in files, where are they located?	ON THE AUTO TE	CHNICIANS COMPU	TER FILES AT	ND DESK
		FOLDERS.				
b.	Do	the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Fleet	Operations Manual?	✓ Yes	□No
	(1)	Are documents legible and complete?			✓ Yes	□No
	(2)	Who reviews the FF reports? FLEET SUPERVISOR, ARE	A COMMANDER	511101	303	
	(3)	How is the information used in Area's fleet administration?	TRACKS MAINTE	NANCE, REPAIRS, A	ND COSTS	
С.	ls ti	he CHP 424 current?			✓ Yes	□No
	(1)	Does the CHP 424 reveal any unusual repair patterns or dup	olicate services?		Yes	☑ No

#### FLEET MANAGEMENT

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	(2)	Have required services been done at the proper mileage?			✓ Yes	□No
d	. Is	✓ Yes	□No			
	(1)	Are hourly rates in line with prevailing rates?	✓ Yes	□No		
	(2)	Does the AT refer to manuals for invoice cost information?		✓ Yes	□No	
	(3)	Is work being done by vendors that should be done by the A		☐Yes	☑ No	
	(4)	Are there any warranty problems?	Yes	☑ No		
		(a) If so, are they being resolved?	☐Yes	□No		
	(5)	Is the credit card being used in lieu of an invoice?			☐Yes	☑ No
	(6)	Does the commander or his/her designee review and/or app	rove invoices?		✓ Yes	□No
		(a) If so, is there a threshold limit, and how is the approval in	ndicated on the invoice?	EACH INVOICE IS S	TAMPED,	, DATED
		AND SIGNED BY THE AREA COMMANDER OR SI	UPERVISOR. LIMITS	ARE REVIEWED DUF	RING APP	ROVAL.
e.	Do	invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1)	If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	Are	fleet operations bulletins maintained and accessible to the AT	?		✓ Yes	□No
10.	CON	DITION OF THE FLEET	4/8/2009	NO REQUIRED	CORRECTED	
a.	Usi	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are t	here any patterns or pro	blems identified?	Yes	☑ No
	(1)	Have any unauthorized modifications been made on vehicles	s?		Yes	☑ No
11.	MOT	ORCYCLES	N/A	N/A	CORRECTED	
a.	ls tl	ne Area commander involved and kept informed of motorcycle	e deployment, needs, pro	oblems, etc.?	☐Yes	□No
	(1)	Are the program objectives clearly understood by the comma	nder and supervisors?		☐Yes	□No
	(2)	Does the Area have an up-to-date SOP relating to motorcycl	e operations?		☐Yes	□No
b.	Are	motorcycles being deployed in conformance with department	tal policy and Fleet Oper	ations Bulletins?	☐Yes	□No
	(1)	Are motorcycles being used on beats with predominantly hig	h speed problems?	*	☐Yes	□No
	(2)	Are motorcycles used for special duty officer transportation?		□Yes	□No	
	(3)	Are motorcycles parked at the Area office during vacations a	☐ Yes	□No		
C.	Are	e Fleet Operations Bulletins pertaining to motorcycles filed together?				□No
	(1)	What system is in place to verify understanding and complian	nce?			
	(2)	Are Bulletins discussed with riders?			Yes	□No
d.	Wha	at type of active safety program does the Area have?				

#### FLEET MANAGEMENT

СПР	4555	(Rev. 6-06) OPI 009		
	(1)	Is there a Defensive Rider Program?	Yes	□No
	(2)	Is there a sufficient number of CMTOs?	Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	Yes	□No
		(a) Are mandatory exercises being conducted?	☐Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
e.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐Yes	□No
	(2)	Is the repair person proficient?	☐Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	□Yes	□No
	(6)	Are any repairs being done by riders?	□Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls tl	here adequate space to park and/or store motorcycles?	□Yes	□No
	(1)	Is safety compromised?	☐Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
		(a) Has it been inspected and approved?	□Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	□Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐Yes	□No
	(4)	Is a battery charger available?	Yes	□No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	☐Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No
		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	☐Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	□No
	(3)	Is service up-do-date?	Yes	□No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184,		
		hthly Motorcycle Inspection List, completed as required?	Yes	□ No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	Yes	□No
I.		ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	∐Yes	□No

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Alturas	Northern	Six
Inspected by:	<del>-</del>	Date:
R. M. Nardo	ni #11285	4/9/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

additional space is required.		CONTRACTOR OF THE CONTRACTOR O	
TYPE OF INSPECTION  Division Level  Command I	l evel	☐ Corrective Action Plan Included	
	Level	Appeal Included	
Executive Office Level		Attachments Included	
Follow-up Required:	Forward to: Northern Division	Commander's Signature: Date: 4/09/2009	-
⊠ Yes □ No	Due Date: 4/10/2009		
Chapter Inspection:			ART.
Inspector's Comments Rega	rding Innovative Practice		
**************************************			
Command Suggestions for S	tatewide improvement:		

5c(1)(a)- December 12, 2009

Inspector's Findings:

6c(1)- One AF-1615 Air Filter, (six) 4651 Dodge Headlamps, (three) 4656 Dodge Headlamps. These items will be returned to Supply Services.

Corrective Action Plan/Timeline

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2

Command:	Division	Chapter:
Alturas	Northern	Six
Inspected by:		Date:
R. M. Nardo	ni #11285	4/8/2009

Commander's Response:	
6c(1)- The obsolete parts will be removed from inventory.	
Inspector's Comments:	_
Required Action	

6c(1)- The obsolete parts will be removed from the Alturas Area inventory by 5/10/2009.

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 3

Command:	Division:	Chapter:
Alturas	Northern	Six
Inspected by:		Date:
R. M. Nardo	ni #11285	4/8/2009

Appeal Process: (Appeals shall be filed within five (5) business days of the completed chapter inspection).				
Commander's Basis for Appeal:	NIGHT DESCRIPTION			
	190			
	2			
∞				
Appeal Review/Decision: (This shall be the only level of appeal).				
	r			
Lead Inspector's Signature:	Date: 4/9/2009			
Responding Commander's Signature (for appeal):	Date:			

#### Memorandum

Date:

April 15, 2009

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Yreka Area

File No.:

145.10808\_09\_020\_chptr6\_reconciliation

Subject:

AREA MANAGEMENT EVALUATION - FLEET MANAGEMENT

CHAPTER 6 EXCEPTIONS DOCUMENT RECONCILIATION

The purpose of this memorandum is to provide certification the Yreka Area gas pumps have been calibrated for accuracy on April 9, 2009, by Siskiyou County Weights and Measures.

This item was the only inspector's finding to be addressed by Area.

T. S. STORGES, Captain

Commander

Attachment

Safety, Service, and Security

sent to DIV 4/15/09LT

#### Memorandum

Date:

April 14, 2009

To:

Yreka Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Yreka Area

File No.:

145.13400

Subject:

FUEL PUMP CERTIFICATION

On April 9, 2008, Larry Hicks from Siskiyou County Weights and Measures tested the fuel pump at this area. The pump was found to be pumping .77% in excess of what the pump was indicating. No calibration change will be performed as the discrepancy is minimal.

Fennell, ID 13400

Officer

Wick lea

### COMMAND INSPECTION PROGRAM

EXCEPTIONS	DOCUMENT
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Command: Yreka 145	Division:	Chapter:
Inspected by: Sergeant Stur	mbaugh	Date: April 2, 2009

INSTRUCTIONS: This document shall be lyped. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required. Corrective Action Plan Included TYPE OF INSPECTION □ Division Level ⊠ Command Level Appeal Included Executive Office Level Attachments Included Date: Commander's Signature: Forward to: April 2, 2009 Follow-up Required: \_Northern Division\_ X Yes No Due Date: April 10, 2009 Chapter Inspection: Inspector's Comments Regarding Innovative Practices:

The solo Yreka Area AT manages a large 22 vehicle fleet including one each MRE and Motor Carrier vehicles. Considering the furlough program with two less days a month to service and manage the fleet; the AT does a good job keeping up with the fleet and minimizing out-service maintenance.

Command Suggestions for Statewide Improvement:

N/A

Inspector's Findings:

Area could not locate proof or indication the gas pump meter had been checked for accuracy (calibration). Area is in the process of making an appointment with Siskiyou County Weights and Measures.

STATE OF CA'LIFORNIA OF CALIFORNIA HIGHWAY PATROL

### COMMAND INSPECTION PROGRAM

#### **EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:
Yreka 145	NORTHERN	L FIETT
Inspected by:		Date:
Sergeant Stumbaugh		April 2, 2009

Page 2

Commander's Response:		
Commander will provide a memorandum of certification calibrated for accuracy.	n within 30 days indicating	Area pumps have been
	¥	

Inspector's Comments:

Required Action

Corrective Action Plan/Timeline

Area AT will verify to commander within 30 days that the gas pumps have been calibrated for accuracy (NLT 05/02/2009).

# COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Page 3

Command: Yreka 145	Division: Northern	Lo Fleel
Inspected by:		Date:
Sergeant Stumbaugh		April 2, 2009

Appeal Process: (Appeals shall be filed within five (5) business days of the	completed chapter inspection).
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Commander's Basis for Appeal:	
Appeal Review/Decision: (This shall be the only level of appeal).	
Appear Review/Decision. (This shall be the only level of appear).	
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	Date;
Lead Inspector's Signature:	10/12/25
Responding Commander's Signature (for appeal)	Date: 4/13/05
Responding Commissions Sagnature (10 appear)	4/18/05
	10.1